HOLMES
COMMUNITY COLLEGE



DISTRICT BULLETIN

GOODMAN • RIDGELAND • GRENADA

2011-2012

Vo. 83 2011 No. 1

BULLETIN

HOLMES COMMUNITY COLLEGE

One Hundreth Session Begins Monday, August 15, 2011

Education is Training For Complete Living

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ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges and Schools
Mississippi Junior College Literary and Athletic Association
American Association of Community and Junior Colleges
Mississippi Association of Colleges
National Junior College Athletic Association

Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accrediation of Holmes Community College.

The Commission may be contacted to:

Learn about the accreditation status of the institution,
File a third-party comment at the time of the institution's decennial review, or
File a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about the institution, such as admisison requirements, financial aid, educational programs, etc., should be addressed directly to Holmes Community College,(662)472-2312, and not to the Commission's office.

BOARDS OF SUPERVISORS 2008-2012

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District 4 - Paul Crowley
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YAZOO COUNTY
District 1 - Van Foster
District 2 - David Berry,III
District 3 - Willie E. Wright
District 4 - Edward L. Dew
District 5 - Cobie Collins

SCHOOL CALENDAR 2011 — 2012

OnLine Class Dates & Information ..... www.holmescc.edu

SUMMER SCHOOL 2011

First Term Day (Mon-Fri) Meets Sat. June 4. ..... May 31 - June 24
First Term Night (Mon-Thur) Meets Fri. June 3 ..... May 31 - June 27
Second Term Day (Mon-Fri) Meets Sat. July 9 ..... July 5 - July 29
Second Term Night (Mon-Thur) Meets Fri. July 8 ..... July 5 - July 28
Full Night Term (Mon/Wed) Meets Fri.June 3 & July 8 .. June 1 - July 27
Full Night Term (Tu/Thur) ..... May 31-July 28
Memorial Day Employee Holiday ..... May 30
July Fourth Employee Holiday ..... July 1 & 4
No Summer School Classes ..... June 27 - July 4

FALL SEMESTER 2011

August 8 ..... Faculty Returns to Campus
August 9-12 ..... Registration & Faculty Meetings
August 14 (3:00 p.m. - 6:00 p.m.) ..... Dorms Open
August 15 ..... Day & Night Classes Begin
August 19 ..... Last day for registration & adding courses
September 5 ..... Labor Day Holiday (*After-work & Night classes meet*)
October 7 ..... Mid-Semester grades due
October 31 ..... Last day for Fall graduates to qualify for Graduation
November 4 ..... Last day to drop a class with a "W"or to Audit
November 21 - 25 ..... Thanksgiving Holidays
December 2,3,5,6,7,8 ..... Night & Saturday Classes Final Examinations
December 2,5,6,7,8 ..... Day Classes Final Examinations

SPRING SEMESTER 2012

January 4-6 ..... Orientation and Registration
January 9 ..... Day & Night Classes Begin
January 13 ..... Last day for registration & adding classes
January 16 ..... Martin L. King, Jr. Holiday
March 5 ..... Mid-Semester grades due
March 12 - 16 ..... Spring Holidays
March 26 ..... Last day for Spring graduates to qualify for Graduation
April 5 ..... Last day to drop a class with a "W"or to Audit
April 8 ..... Good Friday Holiday
May 1,2,3,4,5,7 ..... Night & Saturday Class Final Examinations
May 4,7,8,9 ..... Day Classes Final Examinations
May 11 (7:00 p.m.) ..... District-Wide Graduation at Goodman Coliseum

OFFICERS OF ADMINISTRATION

DISTRICT OFFICERS

Dr. Glenn Boyce ..... President of Holmes Community College
Steve Caldwell ..... Executive Vice President for Financial, Administrative, & Student Services
Dr. Fran Cox ..... Vice President for Academic Programs
Sherrie Cheek ..... Vice President for Career-Technical Education
Dr. Lindy McCain ..... Assistant to the President & Vice President for Institutional Research & Planning
Roxanne Chisholm ..... Director of Purchasing & Receiving
Dr. Don Burnham ..... Director of Admissions & Records
Sonny Sparks ..... Director of Financial Aid
Jeff Johns ..... Director of Public Safety
Kevin Baker ..... Director of Information Technology
Julia Brown ..... Director of Human Resources
Mike Blankenship ..... Director of Workforce Development
Steve Diffey ..... Director of Communications & Alumni Affairs
Andy Wood ..... District Coordinator of Student Services
Matt Surrell ..... Director of Business Services
Nancy Spellman ..... ABE/GED Director

GOODMAN CAMPUS OFFICERS

Dr. Fran Cox ..... Academic Dean
Sherrie Cheek ..... Director of Career-Technical Education
Andy Wood ..... Dean of Student Services
Terry Fancher ..... Director of Housing

GRENADA CENTER OFFICERS

Dr. James Haffey ..... Vice President
Emily Fite ..... Director of Associate Degree Nursing
Dr. Martha Cofer ..... Academic Dean
Dwight Myrick ..... Director of Career-Technical Education
Myra Harville ..... Director of Evening & Weekend Programs

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Joye Jones ..... Academic Dean
Wayne Watkins ..... Director of Career-Technical Education
Tonya Lawrence ..... Director of Evening & Weekend Programs

ADMINISTRATION

Glenn Boyce ..... President of Holmes Community College

B.A., University of Mississippi
M.A., Mississippi College
Ed.D., University of Mississippi

Joe A. Adams ..... Vice President, Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: Mississippi State University

Kevin Baker ..... Director of Information Technology, Goodman Campus

A.A.S., Hallmark Institute of Technology
Microsoft Certified Systems Engineer
A+ Certification
IBM, Compaq, Okidata, & HP Certified

Mike Blankenship ..... Director of Workforce Development, Ridgeland Campus

B.S., Mississippi State University
M.S., Mississippi State University

Julia Brown ..... Director of Human Resources, Goodman Campus

A.A., Mississippi Delta Community College
B.S., Belhaven College
M.B.A., Mississippi College

Don Burnham ..... Director of Admissions & Records, Goodman Campus

B.S., Mississippi State University
B.S., Mississippi State University
M.B.A., University of Mississippi
Ph.D., University of Mississippi

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A.A.S., Holmes Junior College
B.B.A., Delta State University
M.B.A., Mississippi State University

Sherrie Cheek ..... Vice President for Career-Technical Education, Goodman Campus

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B.S., Mississippi State University
M.S., Mississippi State University

Roxanne Chisholm ..... Director of Purchasing,Goodman Campus

Martha Cofer ..... Academic Dean,Coor/Work-Based Learning Grenada Center

B.B.A., University of Mississippi
M.Ed., Mississippi State University
M.B.A., Delta State University
Ph.D., University of Mississippi

Fran Cox ..... Vice President for Academic Programs, Goodman Campus

B.S., Mississippi State University
M.Ed., Delta State University
Ed.D., Delta State University

Steve Diffey ..... Director of Communications, Goodman Campus

A.A., Holmes Community College
B.A., The University of Mississippi
M. Ed., Mississippi State University

Terry Fancher ..... Director of Housing, Goodman Campus

B.A., Mississippi State University
Additional Study: Mississippi State University

Emily Fite ..... Director of Associate Degree Nursing, Grenada Center

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B.S.N., University of Mississippi
M.S.N., Univeristy of Mississippi

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M.B.A., Mississippi State University
Ph.D., Mississippi State University

Joye Jones ..... Academic Dean,
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A.A., Copiah-Lincoln Community College
B.B.A., Delta State University
M.Ed., Mississippi College
Additional Study: University of Southern Mississippi.,
Mississippi State University

Tonya Lawrence ..... Director of Evening & Weekend Programs,
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B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

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Asst. to the President, Goodman Campus

A.A., Holmes Community College
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M.Ed., Mississippi State University
Ed.D, Delta State University

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M..Ed., Mississippi State University

Sonny Sparks ..... Director of Financial Aid,
Goodman Campus

B.S., Mississippi State University

Nancy Spellman ..... ABE/GED Director
Attala Ed Center

B.A., University of Mississippi
M.A.T., Grand Canyon University
Additional Study: University of Mississippi

Matt Surrell ..... Director of Business Services
B.S., Millsaps College

Wayne Watkins ..... Director of Career-Technical Education,
Ridgeland Campus

A.A.S, Holmes Junior College
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Ed.Spec., University of Southern Mississippi

Andy Wood ..... District Coor./Student Services, Goodman Campus

B.S., Memphis State University
M.S., Mississippi State University

PROFESSIONAL STAFF

Linda Alexander Jones ..... Director of Student Support Services, Goodman Campus

A.A.S., Jefferson State Junior College
B.S., Mississippi College
M.S.S., Mississippi College, M.Ed., Mississippi State University

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B.S., University of Alabama
M.A., University of Phoenix

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B.S., Delta State University
M.A., University of Phoenix

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M.L.I.S., University of Alabama

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B.A., Alcorn State University
M.S., Jackson State University

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Additional Study: Belhaven College

Nell Branch ..... Librarian,
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Additional Study: University of Southern Mississippi

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Additional Study: University of Mississippi

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M.Ed., University of Southern Mississippi
Additional Study: Mississippi College, William Carey College

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Microsoft Certified Systems Administrator
Microsoft Certified Professional
CompTIA A+, Net+ Certified

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M.S., Alcorn State University

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Grenada Center

Microsoft Certified Professional

Bill Grace ..... Athletic Trainer, Goodman Campus

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M.S., Mississippi State University
Ed.D., University of Alabama

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B.S., Delta State University
M.M.Ed., Delta State University

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Additional Study: Mississippi State University, University of Phoenix

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M.A., Louisiana Tech University

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M.S., Capella University

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M.L.S., University of Mississippi

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B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Miss.College, Auburn, East Car. Univ., South Conn.
Univ.

Patricia S. Stewart ..... Director of eLearning,
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B.S., Mississippi State University

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Goodman Campus

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Grenada Center

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M.L.S., University of Mississippi
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A.A., Holmes Junior College
B.S., Mississippi State University
M.S., Mississippi State University
Additional Study: Mississippi State University

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FACULTY

Betty Sue Adams ..... Mathematics, Ridgeland Campus

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B.S., Mississippi State University
M.A., Mississippi State University
Ed.S.; Mississippi State University

Ron Aldy ..... Head Women's Basketball Coach, Goodman Campus

B.S., University of Mississippi
Additional Study: University of Southern Mississippi, Delta State University

Wanda Aldy ..... Developmental Studies, Goodman Campus

B.A.E, University of Mississippi
Vocational-Technical Certificate, Mississippi State University

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A.A.S.; Holmes Community College
B.S.; Mississippi State University
M.A., University of Phoenix

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M.S., Delta State University

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A.A., Southwest Junior College
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Add'l Study: Miss. State Univ., Univ.of Southern Miss.

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Goodman Campus

B.S., Millsaps College
M.S., Mississippi College

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B.A., University of Mississippi
M.A., University of Mississippi

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Ridgeland Campus

B.S.N., Alcorn State Universisty
M.S.N., Alcorn State University

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Grenada Center

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Additional Study: Mississippi State University

James Bailey ..... Director of Bands,
Goodman Campus

A.A., Northeast Community College
B.M., University of Mississippi
M.M., University of Mississippi

Margaret Bailey ..... Pre-Core Studies,
Grenada Center

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Additional Study: University of Mississippi

Craig Baker ..... Precision Machining & Automated Systems Technology
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B.S., Southern Illinois University

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Goodman Campus

B.M., Lambuth College
M.M., Georgia State University
D.M.A., University of Oklahoma

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B.A., University of Mississippi
M.A., University of Mississippi
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Trac Baughn ..... Asst. Football Coach, Goodman Campus

B.S., Millsaps College
M.Ed., Delta State University

Ryan Beggs ..... Asst. Baseball Coach, Goodman Campus

B.S., University of New Mexico
M.S., University of New Mexico

Jacqueline Bell ..... Psychology Goodman Campus

B.A., Mississippi State University
M.S., Mississippi State University

Cheri Bergeron .... Business Admini/Business Admini Department Chair, Goodman Campus

B.S., Millsaps College
M.A., Millsaps College

Rachel Bickerstaff ..... Pre-Core Studies, Ridgeland Campus

B.S., University of Alabama
M.S., University of Southern Mississippi

Angie Blain ..... Pre-Core Studies, Ridgeland Campus

A.A., Holmes Junior College
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Cham Blain ..... Engineering Technology, Goodman Campus

B.S., Mississippi State University
M.Ed., Mississippi State University

Christi Blair ..... Practical Nursing, Goodman Campus

B.S.N., University of Mississippi
M.S.N., University of Mississippi

Daniel Blount ..... Industrial Maintenance.
Ridgeland Campus

B.S., Northwestern State College of Louisiana

Stephanie Blue ..... Mathematics,
Ridgeland Campus

B.S, University of Mississippi
M.S., Mississippi College

Shelia Bonner ..... English,
Goodman Campus

B.A., Tougaloo College
M.Ed., Mississippi College

Lynn Boykin ..... EngineeringTechnology,
Ridgeland Campus

B.L.A., Mississippi State University
M.Ed., California State University
Additional Study: University of Southern Mississippi, Jackson State University, Co-Lin Community College, Hinds Community College

Mary Brantley ..... English/ English Department Chair,
Ridgeland Campus

B.A., Millsaps College
M.A., University of Mississippi
Additional Study: Belhaven College

Yancy Brewer ..... EMT,
Ridgeland Campus

A.A.S., Hinds Community College
Paramedic Certification, University of Mississippi

Shirley Brooks ..... Business & Office Technology,
Ridgeland Campus

B.S., Jackson State University
M.S., Mississippi College

Jeffrey Brown, Jr. ..... Asst. Band Director,
Goodman Campus

A.A., Jones Junior College
B.M.,University of Mississippi
M.M., University of Mississippi

Jessica Brown ..... English,
Goodman Campus

B.A., University of Mississippi
M.A., Mississippi State University

Michael Burchfield ..... Biology, Goodman Campus

B.S., Mississippi State University
M.A.T., Mississippi State University
Ed.D., Mississippi State University
Additional Study: Harvard-Smithsonian Center for Astrophysics, University of Southern Mississippi

Mandy Burrell ..... Business & Office Technology, Goodman Campus

A.A., Holmes Community College
B.B.A., Delta State University

Stephanie Burton ..... Mathematics/Pre-Core Studies Department Chair, Goodman Campus

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M.S.,Mississippi State University
Additional Study: Mississippi State University

Ricky Casey ..... Head Women's Softball Coach, Goodman Campus

A.A., Holmes Community College
B.S., Mississippi State University

Kellie R. Cauthen ..... Associate Degree Nursing, Grenada Center

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B.S.N., University of Mississippi Medical Center
M.S.N.- F.N.P., University of Mississippi Medical Center

Vanessa Cavett ..... English, Ridgeland Campus

B.A., Mississippi State University
M.A., Mississippi College

John L. Cheatham III ..... Art /Fine Arts Department Chair, Goodman Campus

A.A., Hinds Community College
B.F.A., Delta State University
M.F.A., University of Mississippi

Amanda Clark-Walker ..... Asst. Women's Softball Coach, Goodman Campus

A.A., Holmes Community College
B.S., University of Mississippi
M.S., United States Sports Academy

Connie Cockerel ..... Associate Degree Nursing, Grenada Center

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B.S., Mississippi University for Women
M.S.N., Delta State University

Sherri Comfort ..... Practical Nursing /Practical Nursing Co-Chair, Goodman Campus

A.D.N., Holmes Community College
Additional Study: Mississippi State University

Matt Convertino ..... Soccer Coach, Ridgeland

A.A.S., Herkimer County Community College
B.A., University of Mobile
M.S., Jackson State University

Laurie Cook ..... Social Sciences, Goodman Campus

B.A., University of Mississippi
B.B.A., Delta State University
M.A., Jackson State University
Additional Study: Colorado State University, Texas State University, Syracuse University

Stacey Coulter ..... English, Ridgeland Campus

B.A., Mississippi College
M.A., Wake Forest University
Additional Study: Claremont Graduate University

Jeffrey Cotten ..... Heating & A.C., Goodman Campus

A.A.S., Holmes Community College

Michelle Powell Dancy ..... Business Administration, Ridgeland Campus

B.B.A.,Mississippi State University
M.B.A., Mississippi State University
Additional Study: Millsaps College, Mississippi College

Becky Daniels ..... Associate Degree Nursing, Ridgeland Campus

B.S.N,Mississippi College
M.S.N,University of Mississippi
P.N.P., Mississippi College for Women
Certified P.N.P., American Nurses Credentialing Center

Clay Davis ..... Electronics, Grenada Center

A.A.S., Holmes Community College
Additional Study: Mississippi State University

Consuela Davis ..... Lab Instructor, Ridgeland Campus

B.S., Jackson State University
M.S., Jackson State University
Ph.D. University of Southern Mississippi

Rosalyne Davis ..... Biological Sciences, Goodman Campus

B.S., Tougaloo College
M.S., Arkansas State University
Additional Study: Jackson State University, Delta State University

Steve Deaton ..... English, Ridgeland

B.A., University of Southern Mississippi
M.A., Mississippi College

Robin Douglas ..... Business & Office Technology, Grenada Center

B.S., Mississippi State University
M.S., Mississippi State University

Darleen Dozier ..... Paralegal Technology, Ridgeland Campus

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M.S., Mississippi College

Cindy Dugan ..... Music Appreciation Grenada Center

B.M.Ed., University of Mississippi
M.M.Ed., University of Mississippi

Kenny Dupont ..... Head Baseball Coach, Goodman Campus

A.A., George C. Wallace Junior College
B.S., Troy State University
Additional Study: Nicholls State University

Cindi Eads ..... Associate Degree Nursing, Ridgeland Campus

B.S.N., University of Mississippi Medical Center
M.S.N., Delta State University

Dan Edwards ..... History/Political Science,
Goodman Campus

A.A., A.A.S., Holmes Community College
B.S.E.E., University of Colorado
M.A., Mississippi State University
Additional Study: Mississippi State University

Jeff Edwards ..... Business Administration,
Goodman Campus

B.S.B.A, University of Arkansas
M.S., University of Arkansas

Maria Edwards ..... French/Spanish,
Goodman Campus

B.A., Salve Regina College
M.A., Mississippi State University
Additional Study: La Sorbonne, Paris

Jessica Elliott ..... Surgical Technology,
Grenada Center

A.A.S., Hinds Community College
A.D.N., Holmes Community College
Additional Study: Tougaloo College, Mississippi State University,
University of Texas

Eddie Ellis ..... Collision Repair Technology,
Goodman Campus

A.A., Holmes Community College
Master's Equivalent Mississippi State University
Voc. Cert., Auto Body Repair, Holmes Junior College
Additional Study: Mississippi State University

Deborah Enis ..... Associate Degree Nursing,
Grenada Center

A.A., St. Dominic School of Nursing
B.S., Northeastern University
M.S., University of Mississippi

Amy Eubanks ..... Pre-Core Studies,
Grenada Center

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B.S., Delta State University
M.S., University of Mississippi

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B.S.N., University of Mississippi
M.S.N., University of Mississippi

Jason Flanigan ..... Head Men's Basketball Coach, Goodman Campus

B.A., University of Mississippi

Mark Galtelli ..... EMT Director/Instructor, Ridgeland Campus

B.S., University of Mississippi Medical Center
Paramedic Certification, University of Mississippi Medical Center
Additional Study: Millsaps College

Thomas Garrett ..... Funeral Service Technology, Ridgeland Campus

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B.S., University of the State of N.Y.
Doctor of Chiropractic, Life University
Additional Study: Mississippi State University

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M.Ed., Delta State University

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William Gressett ..... Chemistry/Biological Sciences, Ridgeland Campus

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B.S., University of Southern Mississippi
M.S., University of Southern Mississippi

Joshua Guest ..... Mathematics, Goodman Campus

B.S., University of Mississippi
M.S., University of Mississippi

Sherry Hagar ..... Occupational Therapy, Ridgeland Campus

B.S., East Texas State University
M.O.T, Texas Women's University

John Robert Hall ..... History, Philosophy, & Bible, Ridgeland Campus

B.A., Oral Roberts University
M.Div., Oral Roberts University
Additional Study: Mississippi State University, Mississippi College

Reginald Haralson ..... Asst. Football Coach,
Goodman Campus

A.A., Holmes Community College
B.S., Belhaven College

Teresa Hargett ..... A.D.N. Instructor,
Grenada Center

B.S.N., Delta State University
M.S.N., Delta State University

Jerry T. Harris ..... Art,
Goodman Campus

B.F.A., University of Mississippi
M.A., University of New Mexico
M.F.A., University of Mississippi

Robert Harris ..... Computer Science/Computer Science Chair,
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B.S., Mississippi State University
M.A.T., Mississippi State University
Additional Study: Mississippi State University

Jason Harrison ..... Asst. Men's Basketball Coach,
Goodman Campus

B.A., University of Mississippi

Myra Harville ..... Psychology,
Grenada Center

B.S.E., Delta State University
M.Ed., Delta State University
Ph.D., Columbia Pacific University

LaWanda Herron ..... Associate Degree Nursing,
Grenada Center

B.S.N., Delta State University
M.S.A., Central Michigan University
M.S.N, Delta State University
Ph.D., University of Mississippi

David Hill ..... Welding,
Grenada Center

A.A., Itawamba Community College
E.P.A Certification, Itawamba Community College
Welding Certification, Holmes Junior College

Joel Hill ..... Choral Music Director/Music, Goodman Campus

A.A.., Holmes Community College
B.M., University of Mississippi
M.M., Mississippi College

James Jackson ..... Criminal Justice & Sociology, Grenada Center

B.B.A., Delta State University
M.Ed., Delta State University

Kay Kelly Jenkins ..... History/Political Science, Ridgeland Campus

B.S.,Blue Mountain College
M.S., Mississippi College

NaTunya D. Johnson ..... Business & Office Technology, Ridgeland Campus

B.B.A., Mississippi State University
M.B.A., Delta State University
Additional Study: University of Southern Mississippi

Dietriche Jones ..... Associate Degree Nursing, Grenada Center

A.A., Alcorn State University
B.S.N., Delta State University
M.S.N., Mississippi University for Women

Heather Jones ..... Chemistry/Cheerleader Sponsor, Ridgeland Campus & Goodman Campus

B.S., Delta State University
M.S., Delta State University

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A.A.S-ADN, Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

Thomas Luke Jones ..... Forest Technology. Grenada Center

A.A.S., Holmes Community College
B.S., Mississippi State University
M.S., Mississippi State University

Donna Josey ..... Accounting/Business Administration,
Ridgeland Campus

B.S., B.A., Mississippi College
M.B.A., Mississippi College, C.P.A.

Andy Kelly ..... English,
Ridgeland Campus

B.A., Mississipi College
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi

Craig Kirkendall ..... Engineering Technology
Ridgeland Campus

A.A., Holmes Community College

Jeff Koonz ..... Head Football Coach,
Goodman Campus

A.A., Ulster County Community College
B.S., State University of New York
M.S., Georgia Southern University

Bill Kuriger ..... Computer Network,
Ridgeland Campus

B.S., Mississippi State University

Makeaba Latiker ..... Sociology,
Ridgeland Campus

B.A., Tougaloo College
M.A., Jackson State University

Bonnie Lattimore ..... Associate Degree Nursing,
Grenada Center

B.S.N., Texas Christian University
M.S., University of Wisconsin

Gee-Wei Lee ..... Mathematics,
Goodman Campus

B.S., Taiwan Chung-Hsing University
M.S., Mississippi State University
Additional Study: Mississippi State University, University of Michigan
New Orleans Baptist Theological Seminary

Ben Lewis ..... Welding,
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Welding Certificate: Holmes Community College

Dennis Little ..... Drafting & Design Technology, Grenada Center

A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University

Gwendolyn Lordeon ..... Associate Degree Nursing, Grenada Center

B.S., University of Mississippi
M.S., University of Mississippi

Leslie Love ..... Biology, Grenada Center

B.A., University of Mississippi
M.S., University of Mississippi

Margaret Mathews ..... Spanish, Ridgeland Campus

M.A., Syracuse University

Mary Ann Mayhan ..... Business & Office Technology, Grenada Center

B.S., Blue Mountain College
M.B.E., Universityof Mississippi
Additional Study: Univ. of Miss., Miss. State Univ.,Walden Institute

Pamela McCollum ..... Associate Degree Nursing, Ridgeland Campus

B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
M.S.N., University of Southern Mississippi

Cynthia McCoy ..... Psychology/Sociology, Ridgeland Campus

B.A., Belhaven College
M.S., Mississippi College
Additional Study: North Dakota State University

Natalie Sykes McLellan ..... Pre-Core Studies, Goodman Campus

B.E., Delta State University
M.Ed., Mississippi College

Laura Pegg McMahon ..... Psychology Ridgeland Campus

B.S., Mississippi State University
M.A., Reformed Theological Seminary

Allison McQuirter ..... Associate Degree Nursing, Ridgeland Campus

A.A., Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

Sandra Measels ..... English, Goodman Campus

A.A., East Central Junior College
B.S., Mississippi State University
M.A.T., Mississippi State University
Additional Study: Mississippi College

Ginger Meriwether ..... Associate Degree Nursing, Grenada Center

A.A., Holmes Community College
B.S., Mississippi University for Women
M.S., Delta State University
Certified Nursing Educator Certificate

Angela Miles ..... Mathematics, Goodman Campus

A.A., Jones County Community College
B.S., Delta State University
M.S., Mississippi State University

Mike Misita ..... PE Department Chair, Goodman Campus

B.S., University of Mississippi
M.S., University of Mississippi
Additional Study: Delta State University

Heather Mooney ..... Engineering Technology, Goodman Campus

A.A.S., Holmes Community College
B.S., University of Southern Mississippi

Pamela Moore ..... Pre-Core Studies & English, Grenada Center

B.S., University of Mississippi
M.Ed., University of Mississippi

Tony Moore ..... Funeral Service Technology, Ridgeland Campus

A.A., Holmes Community College
B.S., Mississippi College
M.M., Mississippi College & MARE
Additional Study: Southwestern Baptist Theological Seminary

Billy C. Morgan ..... Computer Programming Technology, Grenada Center

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B.S., Mississippi State University
B.B.A., Delta State University
Additional Study: Delta State University, Holmes Community College

Larry L. Morgan ..... Computer Science, Ridgeland Campus

A.A.S., Hinds Community College
B.M.Ed., Mississippi State University
M.M.Ed., Mississippi State University
M. Ed., Mississippi State University
Additional Study: University of Southern Mississippi, Jackson State University

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A.A., Hinds Community College
B.S.Ed., Mississippi College
M.S., Mississippi State University
Additional Study: Delta State University

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B.B.A., Delta State University
M.S., Mississippi State University
Additional Study: Jackson State University, Mississippi State University

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B.S., University of Southern Mississippi
M.A., University of Southern Mississippi
Ph.D., University of Mississippi

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B.S., Mississippi State College for Women
M.T. (ASCP), Druid City Hospital
M.S., Delta State University

Diann Parker ..... English, Grenada Center

B.S., Mississippi University for Women
M.A., Mississippi University for Women

Nancy Parkerson ..... Mathematics,
Grenada Center

B.S., Mississippi State University
M.Ed., University of Southern Mississippi

Michael Pawlik ..... Computer Information Systems Technology,
Ridgeland Campus

B.S., Saint Meinrad College
M.S.,Mississippi State University

Jennie Pegg ..... Mathematics,
Grenada Center

B.A., Converse College
M.Ed., Delta State University

Cherie Pettit ..... Associate Degree Nursing,
Grenada Center

A.D.N., Mississippi Delta Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
(CFNP) Certified Family Nurse Practitioner, UMC & American Nurses Credentialing Center

Leona Pierce ..... English,
Grenada Center

B.A., Delta State University
M.A., Delta State University

Arnetra Pleas ..... English,
Ridgeland Campus

B.A., Tougaloo College
M.A.T., Jackson State University

Mary Leigh Poole ..... Chemistry,
Goodman Campus

B.S., Mississippi College
M.C.S., Mississippi College
Additional Study: Delta State University, Mississippi College

Jean R. Powers ..... Speech,
Ridgeland Campus

B.S., Belhaven College
M.Ed., Mississippi College
Additional Study: Montreat Anderson Col., Univ.of South.Miss., Winthrop University

Stephanie Price ..... Practical Nursing, Ridgeland Campus

B.S.N., University Of Mississippi Medical Center

Barbara Puryear ..... Associate Degree Nursing, Ridgeland Campus

M.S., University of Southern Mississippi

Derrick Rainey ..... Automotive Technology, Goodman Campus

A.A., Holmes Community College

Erin Renfroe ..... Developmental English, Ridgeland Campus

A.A.S., Holmes Community College
B.S., Delta State University
M.Ed., University of Mississippi

Heather Roberts ..... Practical Nursing, Ridgeland Campus

A.A., Holmes Community College
B.S.N., Mississippi University for Women

Patty Roberts ..... Cosmetology, Goodman Campus

Cosmetology Certificate, Holmes Community College
Additional Study: Mississippi State University

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B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

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M.A., University of Mississippi
Additional Study: University of Mississippi

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B.A., University of Mississippi
M.A., University of Mississippi
Additional Study: University of Mississippi

Dean Savage ..... Science,
Grenada Center

B.S., University of Mississippi
M.S., University of Mississippi
Additional Study: University of Illinois

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M.E, Mississippi State University
Additional Study: Delta State Univ.; Data General Corp.,
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M.F.A., University of Arizona
Cert. of Ed., Rhodes College
Additional Study: University of Mississippi

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B.S., Delta State University
M.S., Mississippi State University

Gary A. Sheppeard ..... Music Appreciation,
Goodman Campus

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B.S., University of Mississippi
M. Ed., Arkansas State University

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Goodman Campus

B.S., Delta State University
M.S., University of Mississippi
Additional Study: Mississippi State University, Louisiana State Univ.

Barbara Shurden ..... Pre-Core Studies,
Goodman Campus

B.S., Mississippi State University
Additional Study: Mississippi State University

Hugh Shurden ..... Athletic Director,
Goodman Campus

A.A., Holmes Junior College
B.S., Mississippi State University
Additional Study: Mississippi State University

Howard Smith ..... Business Administration, Grenada Center

A.B., Grove City College
M.Ed., California University of Pennsylvania
M.B.A., Lake Forest Graduate School of Management
Ed.S., University of Southern Mississippi
Ph.D., University of Southern Mississippi
Additional Study: University of Wisconsin

Pam Spence ..... Criminal Justice, Ridgeland Campus

M.S., Mississippi College

Patricia S. Spraberry ..... Practical Nursing/Practical Nursing Co-Chair, Grenada Center

A.D.N., Mississippi Delta Junior College
Additional Study: Mississippi State University

Patsy Spratling ..... Associate Degree Nursing, Ridgeland Campus

B.S.N., Brenau University
M.S.N., Alcorn State University
Additional Study: University of Mississippi Medical Center
University of Alabama at Birmingham

Grant Staples ..... Speech, Ridgeland Campus

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B.A., University of Southern Mississippi
M.S., University of Southern Mississippi

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B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Delta State University, Mississippi State University
University Of Mississippi, Harding University, Walden Institute

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B.S., Mississippi College
M.S., Mississippi College

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M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

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M.Ed., University of Mississippi
Additional Study: Univ.of Southern Miss., Delta State Univ., Miss.State Univ.

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B.S., Mississippi State University

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Ridgeland Campus

B.S., Mississippi State University
M.S., Mississippi State University
Ed.S., Mississippi State University

Shae Wang ..... Computer Science,
Grenada Center

B.A., Fudan University, China
M.A., Fudan University, China
M.S., University of Mississippi

Daniel Wentland ..... Business Administration,
Ridgeland Campus

B.S., State University of New York College at Buffalo
B.A., State University of New York College at Buffalo
M.S., State University of New York College at Buffalo
M.B.A., Mississippi College
Ph.D., Jackson State University

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B.S., University of Mississippi
M.Ed., University of Mississippi

Kana Williams ..... Occupational Therapy Assistant,
Ridgeland Campus

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B.S., University of Mississippi Medical Center

Greg Wilson ..... Biological Science.
Ridgeland Campus

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B.S., University of Southern Mississippi
M.Ed., University of Southern Mississippi

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A.A., Holmes Junior College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

Mike Yates ..... Connection! Director/Music, Goodman Campus

B.S., University of Southern Mississippi
M.M., University of Southern Mississippi

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Ricardo Anderson ..... Maintenance Worker, Goodman Campus
Lilly Austin ..... Administrative Asst./VP for Academic Programs
Gloria Benson ..... Administrative Asst./Purchasing, Goodman Campus
Cortez Blackmon ..... Maintenance Worker, Ridgeland Campus
James Bordelon ..... Campus Security Officer, Goodman Campus
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Claude Brooks ..... Maintenance Worker, Goodman Campus
Angela Burrell ..... Administrative Asst., Attala Ed Center
Judy Burrell Administrative Asst./Human Resources,Goodman Campus
Tammie Burrell ..... Campus Security Officer, Goodman Campus
Elaine Burse ..... Campus Security Officer, Ridgeland Campus
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Edward Coffer ..... Maintenance Worker, Goodman Campus
Wayne Coleman ..... Maintenance Worker,, Ridgeland Campus
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John Crayton ..... Police Officer, Goodman Campus
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Claude Edwards ..... Police Officer, Goodman Campus
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Jeremy Floyd ..... Mechanic, Goodman Campus
Alonza Freeman ..... Maintenance Worker, Goodman Campus
Dorothy Garrett ..... Housekeeper, Goodman Campus
Albert Gibson ..... Maintenance Grounds, Goodman Campus
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Lee Harmon ..... Police Sergeant, Goodman Campus
Roy Harrington ..... Maintenance Engineer, Goodman Campus
Bobbi Harris ..... Data Entry Specialist, Ridgeland Campus
Roxanne Harrison .... Administrative Asst./Career-Tech, Grenada Center

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Virginia Hathcock ..... Asst. to Director Financial Aid, Goodman Campus
Jesse Hazley ..... Campus Security Officer, Goodman Campus
Judy Hemphill ..... Administrative Asst., Ridgeland Campus
Nona Horne ..... Dorm Monitor, Goodman Campus
Johnny Hutchison ..... Maintenance Worker, Goodman Campus
Randy Hutchison ..... Maintenance Worker, Goodman Campus
Susie Jackson ..... Facilitator-Computer Lab, Goodman Campus
Jeff Johns ..... Police Chief, Ridgeland Campus
Doris Jones ..... Dorm Monitor, Goodman Campus
Joy Kellum ..... Business Office Asst., Ridgeland Campus
Eric Kimbrough ..... Maintenance Worker, Goodman Campus
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Marcus Landfair ..... Maintenance Worker, Goodman Campus
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Melinda McCool ..... Dorm Monitor, Goodman Campus
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Casey McDaniel ..... Admissions Representative, Goodman Campus
Jerry McDaniel ..... Carpenter, Goodman Campus
Joe McDaniel ..... Maintenance Engineer, Goodman Campus
Margie McDaniel ..... Maintenance Worker, Goodman Campus
Tony McDaniel ..... Police Chief, Goodman Campus
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Silento McMorris ..... Police Officer, Goodman Campus
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Joey Netherland, Sr ..... Maintenance Supervisor, Goodman Campus
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Mario Perez ..... Maintenance Worker, Ridgeland Campus
Larondric Perry ..... Maintenance Worker, Ridgeland Campus

Laurie Picou ..... Police Officer, Ridgeland Campus
David Powell ..... Maintenance Worker, Goodman Campus
Rosemarie Poynor ..... Admissions Representative, Grenada Center
Rhonda Prine ..... Maintenance Worker, Ridgeland Campus
Robert Riley ..... Center Police Chief, Grenada Center
Hubert Robertson ..... Police Officer, Goodman Campus
Willie Roby ..... Police Officer, Goodman Campus
Patsy Rogers ..... Admissions Representative, Goodman Campus
Ella Sago ..... Security Officer, Goodman Campus
Carol Sanders .... Administrative Asst./Maintenance, Goodman Campus
Nancy Schroeder Admin. Asst./Student Support Ser, Goodman Campus
Pauline Scott ..... Dorm Monitor, Goodman Campus
Rosemary Self ..... Advisor-Student Financial Aid, Goodman Campus
Pam Sills ..... Business Office Assistant, Goodman Campus
Ceresa Sims ..... Executive Assistant/President, Goodman Campus
Mack Smart ..... Maintenance Worker, Goodman Campus
Cheryl Smith ..... Maintenance Worker, Ridgeland Campus
Frank Smith ..... Police Officer, Ridgeland Campus
Jearlean Smith ..... Maintenance Worker, Goodman Campus
Judy Smith ..... Business Office Assistant, Grenada Center
Joanna Spell ..... Admin. Asst./Dean of Students, Goodman Campus
Joe Spell ..... Maintenance Engineer, Goodman Campus
Yoshika Stingley ..... Administrative Asst./Library, Goodman Campus
Sue Ellen Stubbs .. Asst/VP of Academic Programs, Goodman Campus
Vincent Sutherland ..... Maintenance Worker, Ridgeland Campus
Angela Tanner ..... Housekeeper, Grenada Center
Bessier Thomas ..... Campus Security Officer, Goodman Campus
Marian Thrash ..... Police Officer, Ridgeland Campus
Jackie Thurman ..... Housekeeper, Goodman Campus
Tywana Vanido ..... Housekeeper, Grenada Center
Dennis Wade ..... Maintenance Worker, Goodman Campus
George Wade ..... Maintenance Worker, Goodman Campus
Robert Wade ..... Maintenance Engineer, Goodman Campus
Wadell Walden ..... Maintenance Worker, Goodman Campus
Josh Walker ..... Campus Security Officer, Goodman Campus
Dennis Ward ..... Police Officer, Grenada Center
Joe Washington ..... Maintenance Worker, Goodman Campus
Jackie Watkins ..... Administrative Asst./Inventory, Ridgeland Campus
Alice Watson ..... Maintenance Worker, Ridgeland Campus
Ann Weaver ..... Administrative Asst./Library, Grenada Center
Bertha White ..... Housekeeping, Goodman Campus
Shieneith White ..... Maintenance Worker, Goodman Campus
Christopher Wilson ..... Maintenance Grounds, Goodman Campus
Brian Wooten ..... Police Sergeant, Goodman Campus
Tonya Wooten ... Admin.Asst./Academic Programs, Goodman Campus

GENERAL INFORMATION

HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multifaceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

HOLMES COMMUNITY COLLEGE VISION STATEMENT

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

HOLMES COMMUNITY COLLEGE MISSION STATEMENT

Holmes Community College, a comprehensive public institution strategically located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an ever-changing world, the college seeks to prepare its graduates for university transfer, productive employment and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, and Career certificates. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

STRATEGIC INITIATIVES

I. Maintain an environment for continuous accessibility and improvement of the quality of education.

II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.

III. Improve college personnel/student interactions to achieve a higher rate of student success.

IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.

V. Improve the college's image by enhancing public relations through communication.

VI.. Expand and improve educational partnerships with business/industry and appropriate agencies.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/ Business Manager, VP for Academic Programs, VP for Career-Technical Education, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Asst. to the President/Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university-parallel, several technical programs (Business & OfficeTechnology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology), and three career programs (Cosmetology, Welding, and Practical Nursing). The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

GRENADA CENTER

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the expansive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive, modern building houses the center on a 14 acre site.

The center offers a wide range of liberal arts courses that are transfer-

able to four-year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Automated Systems Technology, Business & Office Technology, Computer Programming Technology, Conservation Law Enforcement Technology, Electronics Technology, EMT/Paramedic, Engineering Technology, Forest Technology, Precision Machining Technology, & Surgical Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and noncredit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for incoming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105-B).

Four buildings house the administration, data processing, business office, library, classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in Associate Degree Nursing, Business & Office Technology, Computer Networking Technology, EMT/Paramedic, Engineering Technology, Funeral Service Technology, Industrial Maintenance Technology, Occupational Therapy Assistant Technology, Paralegal Technology, Software Engineering Technology are offered. A career program in Practical Nursing is also offered. A large number of evening credit and noncredit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

ATTALA EDUCATIONAL CENTER

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center

provides a wide variety of noncredit training, including computer classes for both the public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosciusko, Grenada, Goodman, and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a noncredit format for individuals and businesses within the nine-county district of Holmes. Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes, retraining for workers who must move to other positions within the firm, training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses throughout the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

eLEARNING PROGRAMS

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include eLearning programs such as interactive classrooms, remote instruction, internet based courses, and other electronic-based teaching/learning activities. Holmes' two primary means of delivering eLearning programs are through the use of Video Conferencing and the Mississippi Virtual Community College (MSVCC).

The purpose of the eLearning Program of Holmes Community College is to improve student access to instruction through the use of electronic technology. The goals of the program are:

1. To identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of eLearners.
2. To develop or modify procedures for providing support services to eLearners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.
3. To support and encourage the internal development of the

eLearning program by promoting and providing guidelines for training, inclusion of eLearning courses in instructor workloads, and technical support.

4. To provide strategies for effective delivery of eLearning alternatives through the development of policies for consistency in eLearning.

5. To evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program.

HOLMES COMMUNITY COLLEGE LIBRARIES

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 55,000 print and 42,000 e-book volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC, as well as databases, are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing campus-based and elearning. HCC ascribes to an "open admissions" policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Scores on the ACT or SAT for students who are less than 21 years of age and who have not earned a bachelor's degree are required. ACT/SAT scores may be accepted from official high school or college transcript provided the subscores, composite score, and date of testing are printed rather than handwritten. A minimum ACT composite score of 16 is required for students to be admitted in Good Academic standing. Students who score below 16 will be admitted on Probation.
4. Transfer students must submit an official transcript from the LAST regionally accredited college attended. Students holding a bachelor's degree or higher may submit only the transcript showing the highest degree.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

PART-TIME STUDENTS

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. An current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* Students who obtained the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from the LAST regionally accredited college attended.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

TRANSFER STUDENTS

A transfer student is defined as one who has 12 or more hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from the LAST post-secondary institution attended. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing and must meet the same academic achievement requirements as native students.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

FOREIGN-BORN STUDENTS

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Dean of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period shall result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

PROBATIONAL ADMISSION

First-time students with ACT composite scores of less that 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 GPA) at the end of their first semester will **not** be eligible to

return to Holmes until they have remained out of school for at least one semester.

Transfer students must have a 1.75 or greater GPA on the last semester of attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of work at another college will not be admitted until they have remained out of school one for at least one semester. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing. For more details see Academic Achievement.

An academic or technical student with an Enhanced ACT composite score of 15 or below is required to enroll in the Academic Foundations core his/her first semester unless placement tests at registration move the student out of the Academic Foundations Core courses listed below.

This curriculum consists of:

English course based on ACT or COMPASS	3 hrs.
Math course based on ACT or COMPASS	3 hrs.
Reading course based on ACT or COMPASS	3 hrs.
Orientation (LLS 1313)	3 hrs.
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports)	As approved by Advisor
Total	15 to 18 hrs.

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	Before Oct. 28, 1989	After Oct. 28, 1989
Associate Degree Nursing	15	18
Board of Trustees' Scholarship	27	28
Dean's Scholarship	18	20
EMT Paramedic	12	16
Practical Nursing	12	16
President's Scholarship	23	24

The Dean's, President's and Board of Trustees' Scholarships will not be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

ADMISSION INTO SPECIFIC PROGRAMS

Many Technical and Career programs have competitive admission, and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are IN ADDITION TO the college admission requirements stated previously.

ACADEMIC ACHIEVEMENT

Students at Holmes Community College (HCC) are expected to achieve academic success. Every student must maintain a 1.75 or greater grade point average each semester in order to stay in Good Academic Standing. Should a student in Good Academic Standing have a semester in which his/her GPA falls below 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of enrollment is 1.75 or greater, the student is once again in Good Academic Standing. However, if the GPA for a second consecutive semester of enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to enroll at Holmes until a semester has passed. Upon returning to HCC, the student will be removed from Academic Suspension and placed on Academic Probation.

A student on Academic Probation will not be allowed to use school business trips as extenuating circumstances for missed classes.

Housing Requirement. To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only

when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

ADMISSIONS REQUIREMENTS AND PROCEDURES

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language.
2. The student must have an overall "B" average on all high school courses. Prerequisites and corequisites as stipulated in the Holmes bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records at Holmes Community college at least 10 days be fore the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.
4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation. Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted to college as a full-time student.

Special Condition Admission: Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

OTHER EARLY ADMISSIONS

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for his/her own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student is expected to become familiar with the college bulletin and to abide by all applicable rules.

ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student or transfer student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.
The following steps must be completed to be registered:

1. Follow the ACT placement guide below or take COMPASS placement tests to schedule your classes.

Course Recommendation	*ACT English Sub-Score*	*COMPASS English Sub-Score*
ENG 0113 – Beg. Eng. I	1 - 13	0 - 29
ENG 0123 – Int. Eng. II	14 - 17	30 - 64
ENG 1113 – Eng. Comp. I	18 - 36	65 - 99

Course Recommendation	*ACT Reading Sub-Score*	*COMPASS English Sub-Score*
REA 0113 – Beg Reading	1 - 11	0 - 47
REA 0123 – Inter Reading	12 - 14	48 - 66

Course Recommendation	*ACT Composite Score*	*COMPASS Scores*		
		Eng.	Read.	PreAlg/Algebra
LLS 1313 – Orientation (Mandatory if student placed in 2 or more developmental level courses - 0113 or 0123)	1 - 15	0-64	0-66	0-99 or 0-24
		If student tests in any 2 of these areas, this course is required.		
LLS 1413 - Improve/Study	16 - 36			67 - 76
LLS 1423 – College Study	16 - 36			67 - 76

Course Recommendation	*ACT Math Sub-Score*	*COMPASS Math Sub-Score*		
		Pre-Alg.	Algebra	College Alg.
MAT 011(3-4) – Fund Math	**1 - 13**	**0 - 20**		
MAT 012(3-4) – Begin. Algebra	**14 - 16**	**21 - 99**	**0 - 24**	
MAT 1233 - Inter. Algebra	**17 - 19**		**25 - 39**	
MAT 1313 – College Algebra	**20 - 36**		**40 - 99**	**0 - 50**
Higher than College Algebra	**23 - 36**			**51 - 99**

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up *only one course level* and it does *not* change the prerequisite or corequisite requirement for *any other course*. A grade of "C" must be earned in any developmental course in order to progress to the next level.

ACT Concordance Table

BEFORE 10-28-89	AFTER 10-28-89	BEFORE 10-28-89	AFTER 10-28-89
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	09	14
26	27	08	13
25	26	07	12
24	25	06	11
23	24	05	11
22	23	04	09
21	22	03	07
20	21	02	05
19	21	01	03
18	20		

2. Have I.D. picture taken.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Schedule classes with advisor and receive computer printout.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

FACULTY ACCESSIBILITY

All faculty members are to inform students of the times that they will be available for educational advising and assistance. All faculty should be accessible to their students through various methods such as face-to-face, e-mail, Blackboard, etc. A minimum of ten (10) hours per week is expected for full-time academic faculty.

ACADEMIC ADVISING

After the application process has been completed, each student is assigned an academic advisor consistent with the student's intended major field of study. General functions of academic advisors are:

1. Assist students in planning educational programs consistent with their abilities, interest, and educational achievement.
2. Inform students of educational options and requirements as well as college policies and procedures.
3. Monitor and evaluate student progress.
4. Provide access to the resources of the institution that meet students' special needs.
5. Help students clarify personal and educational goals.
6. Clarify the nature and scope of higher education.
7. Assist students in coordinating educational plans and career preparation.
8. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students. Advisors are encouraged to contact their advisees several times during a semester.

For more information see the Advisor's Handbook which is distributed by the Academic Dean's Office.

GUIDANCE & COUNSELING

The Counseling Department seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department works closely with recruitment personnel to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

ONLINE COUNSELING & ADVISING POLICY

Names of advisors are provided on the My Holmes Tab in My Doghouse under the Academic Profile Channel. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and major. Students are also welcome to physically visit a counselor or their advisor at one of the Holmes' locations.

CLASSROOM POLICIES & REQUIREMENTS

1. Instructors are supposed to dismiss their classes when the first bell rings.Students should remind them if they fail to hear the bell.
2. No student is to be called from class unless there is an emergency.
3. If the instructor fails to report, it is the student's responsibility to remain in the classroom unless officially notified to the contrary.
4. Cell phones must be turned off when entering classes and school activities where phone usage would interrupt school proceedings. When cell phones become a problem in an educational setting, the issue becomes a disciplinary matter.

A student is required to make a reasonable and appropriate effort to succeed in a course. This includes the following: purchasing all required materials for the course such as textbooks, laboratory manuals, and tools; attempting homework assignments and tests; preparing for class; and participating in classroom discussions and activities. If the student has failed to abide by the above guidelines, the student may be administratively withdrawn from the course.

eLEARNING

Holmes is a proud member of the Mississippi Virtual Community College. The MSVCC is a cooperative of 15 of Mississippi's community colleges and the Mississippi State Board for Community and Junior Colleges to provide internet-based courses statewide in Mississippi. Its mission is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

The MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet- based effort, this guide is located on the internet at the public MSVCC website. All policy and procedures not explicitly discussed here are contained on the website.

BASIC REQUIREMENTS FOR INTERNET-BASED COURSES

Most students initially think that internet-based courses are easier than traditional classroom courses. This is not the case. Before you try to take an internet-based course, you need to carefully decide if this method of instruction is for you. All the things you take for granted in a traditional classroom setting, such as face-to-face contact with your instructor, structured class meetings, immediate feedback from your instructor, the physical presence of other students, as well as a host of other things, either do not exist, or are radically different for internet-based courses. In order to ensure the integrity of every class taught via eLearning, there must be 2 or 3 proctored tests per class each semester, and one must be the final exam. In general, the basic requirements break down into two parts:

1. Technology related requirements:
a. You will need convenient access to a computer that is connected to the internet. One advantage of internet-based courses over traditional classes is that you can access course content anytime you wish, as long as you have convenient access to a computer connected to the internet. The ideal situation is to have a modern computer at home.
b. You will need to feel comfortable with using the computer. Just having one is not sufficient. Do you use a computer every week or even every day? If so, you are a good candidate for an internet-based course.
c. You will need to have an email account that you know how to use. If you were asked to attach a file to an email and send it, would you know how?
d. Some courses require additional software on the computer you will use. If you don't have it, will you know how to get it, and install it? Do you know how to download and install plug-ins for the web browser that you use? If so, you are a good candidate for an internet-based course.
e. You must feel comfortable with browsing the internet. If you are a regular user of EBay, Amazon, or some other password-protected website, you'll have no problem knowing how to get your class materials.
f. You must be able to type well and use the mouse well.

2. Personality/Organizational requirements:
a. You must be an independent learner. If you rely heavily on face-to-face interaction with your instructor, you will likely not do well in an internet-based course, even if you are good with a computer.
b. You must be a disciplined learner. You will need to set aside 8 to12 hours per week per internet-base course. Can you stick with a routine that will allow you this much time each week?

c. You must be a mature learner. If you are given instructions to do something, can you do it on your own? If you don't understand something the first time through, do you just give up? Will you seek out sources on your own?
d. You will need to enjoy reading. Internet-based courses are heavy on reading.
To further assist you in determining if you are a good candidate, the Holmes website has several self-assessment tests that you can take to help you decide. The site is located at http://www.holmescc.edu. Find the link for elearning and follow the links to find the self assessment tests. If you are planning on taking an internet-based course because you think it will require less time and will be easier, you are going to be surprised!

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit which represents one class hour (750 minutes per semester).

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers,final examination,and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4 quality points per semester
B	Good	3 quality points per semester
C	Average	2 quality points per semester
D	Poor	1 quality point per semester
F	Unsatisfactory	0 quality points per semester
I	Incomplete	0 quality points per semester
AU	Audit	0 quality points per semester
W	Withdrew	0 quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice-President for Academic Programs or the Vice-President for Career-Technical Education. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, and each student must be informed of these standards via the course syllabus.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some *unavoidable* circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or

tests in order to receive a grade in place of an "I" or a grade of "F" will be assigned. The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse will be given an "I" and will have the opportunity to take a make-up exam.

W Grade. The grade "W" is recorded for a class the student has attended if the student officially withdraws after registration but before 75% of the semester has passed. If a student registers for a class but never attends, that class is erased from his/her record.

Auditing A Course. A student may audit a course by scheduling the course as an "audit" at the time of registration or change to audit at any time before 75% of the semester has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw and receive a W. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation agency) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point aver-

age will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office.

A student who has attended a nonaccredited institution may validate up to sixteen (16) semester hours of credit through the College Level Examination Program (CLEP).

To meet the graduation requirements for an associate degree, transfer students must have a cumulative grade point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in Pre-Core English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W 's) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record.

GRADE REPORTS

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Midterm and final grades are available to the students in My Doghouse.

STUDENT LOAD

No student may take or receive credit for more than 21 hours in any one fall or spring semester or 18 hours in the summer without permission of the campus' Academic Dean or Career-Technical Education Director. **Summer school is considered one semester.**

CREDIT FOR NON-CLASSROOM EXPERIENCES
(Includes AP, CLEP, Correspondence Courses, Military Service)

Holmes Community College (HCC) will accept credit earned through national examination programs (AP credit and CLEP), correspondence courses, and military service subject to the following requirements and limitations:

A. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.

B. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.

C. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours. No more than 16 hours can be from any one of the four types of non-classroom experience.

ADVANCED PLACEMENT PROGRAM (AP)

Credit awarded ranges from 3 to 8 semester hours.
Limitations - The total amount of credit earned through AP exams is limited to 16 semester hours. Students should contact the Vice President of Academic Programs, Goodman Campus, for further information.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit awarded ranges from 3 to 12 semester hours per test.
Limitations - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is sixteen (16) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus. For further information, a student should contact the Vice President for Academic Programs, Goodman Campus. A student should check with his or her senior college before relying on transfer credit from a CLEP score.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges.
Limitations - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 16 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical will not be accepted. Prior to registration for a correspondence course for which a

student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, Goodman Campus.

MILITARY SERVICE/TESTS

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is **16** semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman ..... 0-23 semester hours
Sophomore ..... 24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

Absence from Examination. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or

accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an "I" and have the opportunity to take a make-up exam. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I". An absence from the exam cannot be used as the final cut-out absence for a student.

CLASSROOM ATTENDANCE REQUIREMENTS

A. Philosophy of the college: Students are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine the final grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

B. Responsibilities of a student: (1) Attend class if at all possible! (2) If you must miss class and have extenuating circumstances, you must notify your instructor and provide written documentation at **the next class meeting.** (3) This documentation should then be turned in to the Chief Academic Officer (CAO) after your instructors have signed it. (4) If you have extenuating circumstances such as a serious accident or extended illness, notify the CAO.

C. Requirement of the State Board for Community and Junior Colleges: (excerpt from policy) "Each junior college shall have and enforce a policy which will identify any student who withdraws . . . **in-fact by absences** from a class. Such policy shall provide for prompt and systematic reporting of the name and date of effective withdrawal to the proper college official." The college must, by state board policy, withdraw a student from a class if the student is a "no-show", "walk-off" or has excessive absences.

ABSENCE POLICY
Academic, Technical, and Career Absences

Academic and Selected Technical Classes: Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class. **Absences due to late registration and school business absences will be counted toward the cut-out number. Students who are not present when attendance is taken are counted absent. Absences are counted from the first official class meeting until completion of 75% of the term. After completion of 75% of the term, a student is no longer able to withdraw from or cut-out of a class.**

Absences that are allowed for the various classes are as follows:

- M W F classes are allowed 6 absences
- T R classes or M W classes are allowed 4 absences
- M W F classes w/lab are allowed 8 absences
- T R classes w/lab or M W classes w/lab are allowed 6 absences
- Classes with or without labs that meet once a week are allowed 2 absences
- Classes with or without labs that meet twice a week are allowed 4 absences
- Classes with or without labs that meet three times a week are allowed 6 absences
- Accelerated day classes (MTWR) are allowed 4 absences
- Accelerated night classes (MW or TR) are allowed 2 absences
- Summer day classes are allowed 3 absences
- Summer night classes are allowed 2 absences

eLearning (online): These courses have their own specific absence policies.

Selected Technical and Career Programs: Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn *from all curriculum courses at the cut-out point.*

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

Automotive Technology and Heating, Ventilation, AC, & Refrigeration Technology: Three and one-half days of absences are allowed.

Collision Repair Technology and Welding & Cutting Technology: Four and one-half days of absences are allowed.

Cosmetology: When absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. Thirty minutes will be deducted from a student's time if he/she arrives to class 1-15 minutes late. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

Practical Nursing: Three absences are allowed in each fall and spring theory class; two absences are allowed in each spring clinical and each summer class. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she re-enters the PN program the following year.

Associate Degree Nursing Program: Absences for the ADN Program's clinical nursing courses are calculated by hours missed. Students should consult course syllabi for specific policies regarding clinical absences.

EMT-Paramedic Program: The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program.

REINSTATEMENT ON CLASS PROBATION POLICY

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn.

When a student is cut out and wishes to be considered for reinstatement, he/she must present a written request for reinstatement along with documentation for absences to the CAO or CTE Director within 5 school days of the date of the cut-out email. During that time, the student must continue to attend class.

If a majority of the absences are for extenuating, documented circumstances, the CAO or CTE Director will decide if the student will be reinstated and placed on Class Probation for that class. If a majority of the absences **are not** for extenuating, documented circumstances, the student will not be reinstated. Once a student is placed on Class Probation, any future absence that is not due to extenuating, documented circumstances will result in an automatic administrative withdrawal from that class.

Extenuating Circumstances and Required Documentation

A. Sickness:	Statement from Doctor or Dentist
B. Death in Family:	Newspaper Obituary or Funeral Program
C. Legal Situation:	(Matters as a result of Someone Else's Negligence): Court Summons, Police Report, etc.
D. Military Duty:	Copy of Orders from Military Official
E. School Business:	Sponsor of Event Will Present CAO or CTE Director with Information

APPEALS PROCEDURE FOR CLASS CUT-OUT

If a student is not satisfied with the ruling concerning his/her request for reinstatement, the student may initiate the Appeals Procedure below:

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Ap peals Committee's decision.

*Please note the following:

Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.

The student may be suspended from activities during the appeals process.

Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.

The President's decision will be final.

ATTENDANCE/ABSENCE/WITHDRAWAL POLICY FOR INTERNET-BASED CLASSES

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course.

Attendance: For internet-based courses means logging into the web-based platform used for the courses and accessing course materials, as well as accomplishing the tasks assigned by the instructor on time. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments, as well as logging into the web-based platform used for the class. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

Course Withdrawal: A student who finds it necessary to withdraw (drop) from a class will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn after the specified withdrawal date must be passing the course to receive a W. Otherwise, students will receive an F for the course.

School Withdrawal: A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school between the beginning of a semester and the deadline for late registration, no grade is recorded if the student did not attend any classes. Students will be allowed to withdraw with W's through 75% of the semester. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an auto accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status. **Note: Since MSVCC calendar does not always follow the Holmes calendar, the date for withdrawal for internet-based courses will probably be different than for Holmes' traditional classroom courses.**

HONESTY POLICY

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

a. plagiarized from any source **(Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.)**, or

b. cheated in any manner on tests, papers, reports, or any other assignments, or

c. turned in work as his/her own when, in fact, it was not his/her own work, or

d. improperly used technology, or

e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.

CHANGES IN CLASS SCHEDULE THROUGH DROPS & ADDS

A student wishing to drop or add a course during the time of late registration may make the drop or add through web registration under Drop or Add Classes in the Doghouse. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of pre-core English, pre-core mathematics, pre-core reading, or who wish to add drama or journalism by the end of the third week of classes. The hour in drama cannot be used to raise the student's class load from 11 to 12 hours (or full-time status) after the third week. A student who wishes to drop a course after the first week must see his/her advisor and his/her instructor to have them submit a Drop Form. The faculty advisor and the instructor will submit the Drop Form to the academic office on his/her campus and inform the student of his/her status in the course. This procedure will provide an opportunity for school personnel to discuss the drop with the student and make recommendations. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed, students may not drop a class. Students who withdraw without ever attending **any** classes will have their classes erased and no grades recorded.

ADMINISTRATIVE WITHDRAWAL

Removal of a student from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school before the end of late registration, his/her classes are erased. If a student withdaws from any classes which he/she never attended, those classes will be erased. Students will be allowed to withdraw with W's through 75% of the semester from any classes they attended. After the 75% deadline, students will not be allowed to initiate a withdrawal. However, the college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

RE-ENTRY OF COURSE/SCHOOL WITHDRAWAL

If a student withdraws from a course/school and wishes to re-enter, the school official in charge should check with each teacher involved to determine:

(1) if the student has exceeded the absence limit;
(2) if the student if failing/behind in assignments;
(3) if the student has been a discipline problem.

If the school official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.

WITHDRAWAL FROM A COURSE

A student who finds it necessary to withdraw (drop) from a course will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn (removed from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances) after the specified withdrawal date must be passing the course at the time of withdrawal to receive a W. Otherwise, students who are failing the course at the time of the cut-out will not be withdrawn but will receive an F for the course.

INTRADISTRICT TRANSFERS

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted

to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. He/she will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. **No Intradistrict Transfers will occur after the 2nd week of classes.**

STUDENTS CALLED TO ACTIVE DUTY

Any Holmes student who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been placed in active duty status by order of the President of the U. S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and any special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file. If, after the removal of the student's tuition and fees there is a balance due on the student's account, this amount must be paid by the student. If, after the removal of the student's tuition and fees there is a credit balance, this amount will be refunded to the student.

Any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition. However, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

This IHL Board Policy 505.01 was approved by the Board of Trustees on October 21, 2004.

A copy of the student's military orders is necessary for the Active Duty procedure to apply.

DEGREES AND CERTIFICATES

NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year career certificates.

GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
IED 2413	History & Appreciation of Artcrafts
MUS 1113	Music Appreciation
MUS 1123	Music Survey
SPT 2233	Theatre Appreciation

Humanities

ENG 2223,2233	American Literature I & II
ENG 2323,2333	English Literature I & II
ENG 2423,2433	World Literature I & II
HIS 1113,1123	Western Civilization I & II
HIS 1163,1173	World History I & II
HIS 2213,2223	American History I & II
HUM 1113	Humanities-European Study Abroad
MFL 1113,1123	Elementary French I & II
MFL 1213,1223	Elementary Spanish I & II
MFL 2113,2123	Intermediate French I & II
MFL 2213,2223	Intermediate Spanish I & II
PHI 1113,1133	Old & New Testament
PHI 1153	Life of Christ
PHI 2113	Intro to Philosophy
PHI 2143	Ethics
PHI 2613	World Religions I
PHI 2713	Logic

Natural Science with Lab

BIO 1114,1124	Principles of Biology I & II
BIO 1134,1144	Gen.Biology I & II
BIO 1314, 1324	Botany I
BIO 2414,2424	Zoology I & II
BIO 2514, 2524	Human Anatomy & Physiology I & II
BIO 2924	Microbiology
CHE 1114	Chemistry Survey
CHE 1213/1211	Gen. Chemistry I & Lab
CHE 1223/1221	Gen. Chemistry II & Lab
CHE 2424,2434	Organic Chemistry I & II
PHY 1114	Astronomy
PHY 2244,2254	Physical Science Survey I & II
PHY 2414,2424	General Physics I & II
PHY 2514,2524	General Physics I-A & II-A

Social/Behavioral Science

ECO 2113	Macro Economics
ECO 2123	Micro Economics
EPY 2513	Child Psychology
EPY 2523	Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 113	World Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family
SOC 2163	Intro to Social work
SOC 2213	Intro to Anthropology
SWK 1113	Social Work, A Helping Profession

ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

This degree is awarded to university transfer majors.

1. ***General Education Core:**
   ENG 1113 & 1123 - English Composition I & II
   MAT 1313 - College Algebra or higher-level math
   **SPT 1113 - Public Speaking
   Natural Sciences with labs - Two courses - ***6 to 8 hours
   Humanities - 6 hours
   Social/Behavioral Sciences - 6 hours
   Fine Arts - 3 hours
   Total General Education Core: 33 to 35 hours

2. **27 to 29 Hours of Electives**

3. **Total Required: 62 semester hours**
   (No hours in Pre-Core, Technical, or
   Career Courses will apply toward the AA Degree)

3. **A 2.00 overall GPA** (see TRANSFER CREDITS)

4. **A 2.00 GPA on Holmes Community College credits**

5. **Residency requirement. In order to receive an Associate of Arts Degree, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core, Technical or Career courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

***Beginning with the Fall 2010 intake of students, this General Education Core is guaranteed transferability to any Mississippi Institutions of Higher Education upon graduation from Holmes Community College.**

****SPT 1113 - Public Speaking is not part of the Guaranteed Transferability Program upon graduation from Holmes CC.**

*****6 hours of Natural Science with labs are included in the Guaranteed Transferability Program upon graduation from Holmes CC.**

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) REQUIREMENTS

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. **From the General Education Core, students must complete the following:**
   ENG 1113 - English Composition I
   SPT 1113 - Public Speaking
   Social/Behavioral Science - One course
   Humanities/Fine Arts Elective - One course
   *MAT 1313 - College Algebra
   OR
   ** Natural Science with Lab plus a Math course

TOTAL General Education Core: 15 - 19 hrs.

***Associate degree nursing students** are not required to take MAT 1313 because computational skills are included in the ADN curriculum. Students must pass required NUR courses and science and nutrition courses with a "C" or better.

***EMT-Paramedic students** are not required to take MAT 1313 since computational skills are included in the associate degree EMTP program.

**A natural science with lab course, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Career-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math.

2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
3. **Minimum of sixty-two semester hours**
   (excluding pre-core and career hours)
4. **A 2.00 overall GPA** (see TRANSFER CREDITS)
5. **A 2.00 GPA on Holmes Community College credits**
6. **Residency Requirement. In order to receive an Associate of Applied Science degree, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

CERTIFICATE OF GRADUATION REQUIREMENTS

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**
   ENG 1113 & 1123 - English Composition I & II
2. **Sixty-four semester hours**
   (excluding career hours)
3. **Earn a 2.00 GPA (on both Holmes Community College credits and transfer credits).**
4. **Residency Requirement: In order to receive a Certificate of Graduation, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

ONE-YEAR TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, Precision Machining Technology, Office Systems Technology, Computer Network Support Technology, and Industrial Maintenance Technology programs.

1. **Successfully complete the prescribed set of courses or approved substitute. (Career hours are excluded.)**
2. **Earn a 2.00 GPA on the prescribed set of courses**
3. **Residency Requirement: In order to receive a One-Year Technical Certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

TWO-YEAR TECHNICAL CERTIFICATE REQUIREMENTS

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. **Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)**
2. **Earn a 2.00 GPA on the prescribed set of courses.**
3. **Residency Requirement: In order to receive an Associate of Applied Science degree, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

NOTE! This certificate is awarded to non-AAS-seeking students who complete Collision Repair Technology, Automotive Technology, Precision Machining Technology, or Heating, Ventilation, Air-Conditioning, & Refrigeration Technology.

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

CAREER CERTIFICATES REQUIREMENTS

These programs vary in length but are normally considered to be one year. Students receive semester hours credit, but they are considered "nondegree" credit hours and will not apply toward an AA or AAS degree.

Career Certificate in Cosmetology:

1. Successfully complete the prescribed set of courses and clock hours
2. Earn a minimum program GPA of 3.0 on the prescribed set of courses
3. Meet the Residency Requirement

Career Certificate in Practical Nursing:

1. Successfully complete the prescribed set of courses and clock hours
2. Earn a grade of 80 or above on every course in the prescribed set of courses.
3. Meet the Residency Requirement

Career Certificate in Welding:

1. Successfully complete the prescribed set of courses.
2. Earn a 2.00 GPA on the prescribed set of courses
3. Meet the Residency Requirement

Residency Requirement: In order to receive an Associate of Applied Science degree, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

APPLYING FOR GRADUATION

All candidates for graduation must file their applications for graduation online at the Holmes Website. The requests are sent to the Vice President for Academic Programs. December graduates must file by the deadline in October, and May graduates must file by the deadline in March. Non-refundable graduation fees ($35.00 for marching, $15.00 for diploma only) will be charged to the students' accounts.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours.

   PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

   DEAN'S LIST: Those students who have a grade point average of 3.4 to 3.69.

B. GRADUATION HONORS

1. Valedictory and Salutatory Honors
   To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 overall grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.
2. Honors and highest honors:
   Students participating in the May graduation ceremony and re-

ceiving either an AA or an AAS degree are eligible to receive special recognition based on their overall quality point averages. These honors will be:

a. Highest honors - for those students GPA's of 3.7 to 4.0
b. Honors - for those students with GPA's of 3.4 to 3.69

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.
3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

EARNING A SECOND DEGREE FROM HOLMES

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn a maximum of one AA Degree and multiple AAS Degrees either concurrently or subsequently if all degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Dean of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

   Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

STUDENT GRIEVANCE/COMPLAINT PROCEDURE

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

Step 1. Discuss the problem with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.

Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1.

Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the administrator directly responsible for the personnel in #2.

Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

*Please note the following:

Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.

The student may be suspended from activities during the appeals process.

Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.

The President's decision will be final.

GRADE APPEAL

A student must initiate a grade appeal by the end of the next regular semester (fall or spring) after the grade is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Grades assigned to a student become final when the time limits of the appeal policy are met.

FEE APPEAL

A student must initiate a fee appeal by the end of the next regular semester (fall or spring) after the fee is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Fees assigned to a student become final when the time limits of the appeal policy are met.

PROGRAM-SPECIFIC HANDBOOKS

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the college's student handbook or bulletin.

Additionally, the college's Career/Technical programs operate under progra-specific Technical Standards. These standards address the minimum skills students need for admission, progression and graduation in the program. These standards are not designed to supplant the college's bulletin.

EXPENSES

In- State Students (Per Semester)

Commuter Student	Tuition	Fees #
Full-time	$825 ^	*$12 per hour
Part-time	$85 per hour	*$12 per hour

^A student is considered full-time when taking 12 or more semester hours during the Fall & Spring only.

***Fees are charged per semester hour and are capped at 15 hours ($180) Non-refundable**

Dormitory Student	Dorms
Tuition/Fees	$1,005
Dormitory Charges	$ 540
Board (Meals)	$ 625
	$2,170

Out-of-State Student Fee/Full-time	$1,170
Out-of-State Part-time Fee (per Semester Hour)	$110

Other Fees

Graduation Fee(Marching Students, May only/Non-Refundable)	$35
Graduation Fee(Diploma Only/Non-Refundable)	$15
ID Replacement (Non-Refundable)	$10
Housing Deposit ($30 Refundable less damage)	$50
Key Replacement Fee (Non-Refundable)	$25
Online Classes per Credit Hour Fee (Non-Refundable)	$10

A student's fees pay for the Student Services (Student ID, Parking Decal, Student Activities, Security, Publications), Technology Fees (Doghouse, Internet Access, Software Maintance), and Educational Supplies/ Equipment.

An I.D. card is issued to each student as a step in his/her registration procedure. This card serves the student in many ways and should be in his/her possession at all times.

The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.

4. Serves as identification at the Business Office, Security Office, Campus Bookstore, Student Elections and events.

SENIOR CITIZEN PLAN

Under a plan adopted by the Board of Trustees, persons sixty-five years old or older or retired persons over sixty-two years old may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

SPECIAL TOOLS, SUPPLIES, EQUIPMENT, AND/OR ATTIRE MAY BE REQUIRED FOR THE FOLLOWING CAREER/TECHNICAL PROGRAMS:

Automotive Technology
Collision Repair Technology
Cosmetology
Engineering Technology
Electronics Technology
EMT/Paramedic Program
Funeral Service Technology
Heating, Ventilation, Air Conditioning, & Refrigeration Technology
Industrial Maintenance Mechanics
Occupational Therapy Assistant Technology
Practical Nursing
Precision Machining Technology
Surgical Technology
Welding & Cutting Technology

TUITION/FEE ADJUSTMENT POLICY

a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her tuition adjusted to the part-time student tuition rate. ***No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
b. No adjustments for Full-time or Part-time fees will be made after the late registration period. ***Fees are non-refundable.**

ADJUSTMENT RATES

Fall & Spring Semesters

Day, Night, Online

One week or less	90 percent
Less than two weeks	75 percent
Less than three weeks	50 percent
Less than four weeks	25 percent
Four or more weeks	0 percent

Summer Semester

Day & Night

After 1st class	90 percent
After 2nd class	75 percent
After 3rd class	50 percent
After 4th class	25 percent
After 5th class	0 percent

On-Line

After 3 days	90 percent
After 6 days	75 percent
After 9 days	50 percent
After 12 days	25 percent
After 15 days	0 percent

c. Room rent per semester is non-refundable.

d. Board (meals) is refunded on the basis of days left in a semester after the day in which the withdrawal occurs. The activity date (date after the day in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the Business Office uses to calculate refunds.

STUDENT SERVICES

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a collaborative program between the U.S. Department of Education and Holmes Community College. The goal of SSS is to increase the retention and graduation rates of its students and facilitate their transfer process to 4-year institutions. SSS serves 200 students on the Goodman campus and is committed to providing a supportive environment where participants will receive academic, personal, financial, transfer, and career counseling.

To receive assistance students must be a U.S. citizen or permanent resident, enrolled at the Goodman Campus of HCC in a degree-seeking transfer program, and meet at least ONE of the following criteria: Be a first-generation college student (neither parent with whom you reside has a four-year degree; Have documented financial need (determined by federal guidelines); and/or Have a documented disability. All services are free to students. Those who are interested should complete an application. SSS is located in the lower level of McDaniel Hall on the Goodman Campus.

DISABILITY SUPPORT SERVICES

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity.

The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from a dormitory supervisor, campus police, or the student services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty

or the chief student services officer on campus. In an emergency situation, students may be taken to a doctor or hospital via ambulance. Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices close to each campus and local hospitals. Expenses for all medical treatment and transport are the responsibility of each individual student.

STUDENT CENTER, BOOKSTORE, AND CAFETERIA

Student Center - Goodman Campus

Sunday	**5:00 p.m. - 9:30 p.m.**
Monday – Thursday	**7:30 a.m. - 9:30 p.m.**
Friday	**7:30 a.m. - 1:00 p.m.**

The Lorance Student Center serves HCC students who are currently enrolled. There is a large area where indoor recreation of various kinds may be enjoyed. This building contains the bookstore and canteen where books, supplies, food, drinks, and various other items may be purchased. **Student mailboxes** are also located in the Lorance Student Center. Student mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students must register for a post office box with the HCC Bookstore Manager. Once each day mail is delivered to the student center post office and outgoing mail is taken to the Goodman Post Office at 3:00 p.m. All registered letters and insured packages are to be picked up by the individual concerned. Students may purchase stamps and envelopes in the bookstore. **The Campus Police Department** is also located in the student center.

Campus Bookstore
(Goodman, Ridgeland, and Grenada)
Hours: 8:00 a.m. - 3:30 p.m. Monday - Thursday
8:00 a.m. - 12:00p.m. Friday
Bookstore hours are extended to 7:45 a.m. - 6:00 p.m. the first week of each semester.

Textbooks can now be ordered through the internet @ efollett.com. Online textbooks should be ordered via e-mail @ 0487mgr@fheg.follett.com as an attachment. Your profile must be verified. Text books are normally ready for purchase by pre-registration. See the HCC Bookstore Manager for specific details about the purchase and buy-back of books. Dorm supplies and a variety of additional supplies are available. Graduation announcements and class rings may be ordered at the beginning of the fall semester. To receive a full refund for textbooks, you must have a receipt. Full refunds are allowed 7 days from the first day of class. Major buy back is held during week of final exams each semester. **IDs and**

receipts are required for refunds. You may contact the bookstore by calling: Manager Goodman – Caroline Wilson 662-472-2959; Manager Ridgeland – Dorothy Jolly 601-605-6305; Manager Grenada – Cindy Walker 662-226-0609

Cafeteria - Goodman Campus

Monday through Thursday

Breakfast	**7:00 a.m. - 8:15 a.m.**
Lunch	**11:00 a.m. - 12:45 p.m.**
Supper	**5:00 p.m. - 6:15 p.m.**

On Friday, lunch will be served until 12:30 at which time the cafeteria will close.

Participants in sanctioned school events will be served on weekends. Students living in college housing are required to purchase meals as part of college expenses. Your HCC ID card must be scanned at each meal. This card is not transferable to anyone. Students may choose to have their midday meal in the student center instead of the cafeteria. A meal equivalent of a hamburger or chicken sandwich, fries, and a soft drink will be served between the hours of 11:00 a.m. and 12:30 p.m. only. Students, faculty, and staff may eat in the cafeteria at student rates with presentation of a Holmes Community College ID Card.

Cafeteria and Student Center Rules

1. Be on time for all of your meals.
2. Your HCC ID must be scanned at every meal or you will not be served. This ID is not transferable to anyone.
3. You must wear shirts and shoes at all times while you are in the cafeteria or the student center.
4. Do not break line.
5. Do not waste food - eat everything on your tray - if you do not want it, do not take it.
6. Do not throw food or anything else in the dining room.
7. Food is to be consumed inside the cafeteria. Food cannot be removed from the premises.
8. No food services property can be removed from the premises.
9. Cafeteria and student center grill decor is not to be handled or moved around.
10. When you have finished your meal, carry your tray to the dish room window. Do not leave your dishes or trays on dining room tables.

Your cooperation in practicing responsible dining conduct promotes cheerful service.

Violation of the above rules can result in sanctions up to and including revocation of eating privileges.

PUBLIC SAFETY & COLLEGE POLICE

Police and Security officers provide protection to faculty, staff, and students and their property. They also protect college property and grounds. To ensure a safe environment, security officers regulate traffic and parking on school property and coordinate crowd control at school events. Public Safety personnel assist individuals in distress on the campus. In case of emergency you may call **601-940-0089 (Goodman)**, **662-809-6845 (Grenada)**; or **601-605-3333 (Ridgeland).**

The College Police & Security Officers on each campus are managed by a Chief of Police whom reports to the Campus Director or Dean of Students. At the District level Public Safety is managed by a District Director of Public Safety working under the District Coordinator for Student Services.

Police powers and the enforcement of law on or within 500 feet of the campus or college owned, leased or used lands and facilities are authorized by Section 6706, Mississippi Code of 1973, as amended.

Parking and Traffic Regulations for Students

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 20 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.
6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class. (Grenada Dorm students may park in parking area in front of cafeteria.) Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.

Student vehicles parked in the prohibited areas on campus will receive a ticket. The first parking violation is **$20.00**; the second violation is **$30.00**; the third and each succeeding violation is **$50.00**. A handicapped parking violation begins at **$50**; the second is **$100**, and the third and each succeeding violation is **$200.** A handicapped person must be an occupant for the vehicle to park in a HC zone. Students who violate traffic regulations will be fined **$30.00** for the first violation; **$40.00** for the second violation, and **$60.00** for the third violation. Students who consistently violate parking and traffic regulations will give up their right to have a vehicle on campus. In addition to Campus Police, Dormitory Supervisors and other school officials are authorized to write tickets. A parking

or traffic ticket may be appealed following the HCC Discipline and Appeal Procedure, provided it is done within one week of the date on the ticket.

DISCIPLINE

The following guidelines will assist you in understanding the various levels of discipline at HCC. The procedures are administered through the office of the Dean of Students and questions concerning discipline should be directed to this office.

- A verbal warning may be issued by the Dean of Students or other school official, including instructors, and will be filed in the student's disciplinary record.
- A student may be fined or removed from the dormitory or from the campus (except to attend classes).
- Serious disciplinary problems can result in dismissal from school.

Discipline may first occur at any level listed above and may include a combination of a fine and other sanctions. Fines will be paid in the HCC Business Office. A student who accumulates over $100 in fines may be removed from the dorm. However, if the first fine is over $100 the next fine received will result in dorm removal. Traffic fines are not included in this total. FINES ARE CUMULATIVE FROM THE FIRST ENROLLMENT AT HCC THROUGH THE LAST.

Removal from participation in school activities and loss of performance scholarship may occur when a student is removed from the dorm or campus for disciplinary or academic reasons. Students may also be suspended from all activities during an appeals process. Serious violations of HCC policy relative to the health and safety of the HCC Community will result in immediate removal from the dorm, campus, or school. Health and safety violations are the most serious offenses against the college community.

<u>Examples of Fines</u>

(This list is not all-inclusive.)

Alcohol Infractions - Up to $200.00

Disturbing the Peace (loud radio, etc.) - $25 to $100

Public Profanity (verbal, written, printed or implied) - $25 to $100

Unauthorized Guest - $25 to $200

Disorderly Conduct or Fighting - $25 to $200

District-Wide Campus Regulations

1. Orderly conduct is expected on campus at all times; disorderly conduct may result in loss of campus privileges.
2. Students are required to have their HCC ID on their person at all times when on campus. Students are to present their ID cards upon the request of any official of the college at any time. Improper use of ID card by the owner or another individual may result in a fine.
3. Destruction or loss of property will be paid for by those responsible. Willful or malicious damage on campus is considered more serious than accidental damage.
4. Smoking is not allowed within fifteen feet of campus buildings.
5. The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as much as $200 and can be removed from the dormitory and/or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.
6. Use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Offenders will be dismissed from school.
A copy of the HCC Drug and Alcohol Policy is available in any counselor's office. This policy includes the standards of conduct expected by the college; the legal sanctions imposed by local, state, and federal law; health risks; and the programs available for help.
7. Students who have been convicted of possession, sale, or the manufacture of illegal drugs will not be permitted to live in the dormitory and will have their access to the campus limited.
8. Any student charged with a local, state, or federal crime may be suspended from school or have other sanctions imposed on him/her until the charges are cleared.
9. Any student convicted of a local, state, or federal crime may be dismissed from school.
10. Fireworks on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
11. Weapons on campus will result in a fine and/or dismissal from the dormitory, limited access to the campus, or more serious disciplinary action. No person or persons will be permitted to possess a firearm or firearms on HCC property or at any event sponsored or sanctioned by the College. The only exception to the above shall be sworn law enforcement officers certified by the Bureau of Law Enforcement Officers Standards and Training, and those persons authorized by the college.
12 The volume of all televisions or radios (including car radios), etc., must be kept low at all times. Failure to do so will result in equipment being removed from campus and a fine.

13. A student wishing to enter any locked building on campus must contact a campus police officer and fill out a Building Entry Form.
14. Possession of keys by students to any HCC lock is prohibited. The only exception is a dormitory key for which a deposit has been paid. Offenders may be dismissed from school.
15. Indecent dress or language (including written or oral) is prohibited on campus.
16. Any person or persons on the campus for the purpose of soliciting must have prior approval of the chief student services officer.
17. No student cars are to be washed on campus without permission.
18. Cell phones should be turned off when entering classes and school activities where phone calls would interrupt school proceedings. When cell phones become a problem in an academic setting, the issue becomes a disciplinary matter.
19. Students that fraudulently misrepresent facts may be fined up to $100.00 and may be removed from class or school.
20. Theft on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
21. Any student under disciplinary action may have to forfeit the right to participate in any school related activity. Also, they may not be eligible to run for any elected position nor be selected for any honor or award.

Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this handbook as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure

Disciplinary action will proceed as follows:
(1) The CSSO shall notify the student of the charges.
(2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well being of the student body, the faculty, or the college property.
(3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
(4) The CSSO, after gathering all information, will make a final ruling.

(5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Appeal Procedure*

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

STUDENT ACTIVITIES

The Student Activities Director on the Goodman campus, the Student Activities Coordinator on the Ridgeland Campus, and the counselor on the Grenada Campus are directly responsible for the supervision of student activities at the various locations of HCC. The District Coordinator of Student Services has been charged with the overall coordination of these activities to include the areas listed in this section. Questions and requests regarding the implementation of policies and procedures relating to activities, if not found in the following sections, should be asked of the individuals listed above.

SGA Constitution

Preamble: We, the students of Holmes Community College, realizing that true harmony among ourselves, the Student Body Organization, and the faculty is essential to formal education, desiring to make an earnest effort to secure the greatest good for the majority, believing that this may be best accomplished by the consolidation of our efforts in a student body organization, do ordain and establish the Constitution for the Student Body of Holmes Community College on this the seventh day of May in the Year of our Lord, 1954.

Revised 1963, 1969, 1972, 1984, 1988, 1989, 1998, 2004, 2007, 2010

Article I: Adoption and Amendment

Section I. This Constitution became effective immediately upon its adoption by a majority vote of the students of Holmes Community College.
Section II. It may be amended as deemed necessary upon ratification by a majority vote of the student body and the approval of the Administration and the Board of Trustees of Holmes Community College.

Article II:

Section I. The organization of students is called the Student Body Organization of Holmes Community College.
Section II. Membership shall be limited to full-time students of Holmes Community College.
Section III. The officers of the Student Body Organization will be known as the Student Council or the Student Government Association.
Section IV. This organization shall meet at least once each month and at any other time deemed necessary and called by the council president and/or the sponsor.
Section V. When called to order, the council will operate under Robert's Rules of Order.
Section VI. Each member of the council shall have one vote; in case of a tie the president shall have the power to vote.

Section VII. Three (3) unexcused absences per year from any member will result
in dismissal from the Student Government Association. All members must be excused by the sponsor and the president prior to a meeting, except in case of an illness which can be handled after the meeting.
Section VIII. Any action taken by the council must be submitted to the Chief Executive Officer of each Campus/Center and the President of Holmes Community College for approval.
Section IX. Functions of Student Government are to:

A. assist with student activities on campus;
B. assist with homecoming activities in cooperation with the faculty;
C. assist faculty in drawing up student rules and regulations;
D. serve in the capacity of mediator between the faculty and the student body; and
E. supervise all student council elections.

Section X. Any student government member who is placed on disciplinary probation or convicted of a crime, excluding traffic violations, while serving, will be required to resign from office.
Section XI. A faculty sponsor shall be selected by the administration. The sponsor will help coordinate student affairs and give such assistance as needed, and attend all meetings.
Section XII. Vacancies in student government will be filled by appointment by the SGA with approval of the sponsor.
Section XIII. Eligibility for office and positions is based on all previous full-time semesters. (Summer school is considered a full-time semester if 12 or more hours are taken.)

Article III: General Election Rules

Section I. Nominations shall be made by presenting to the election committee a petition containing fifteen signatures of full-time students from the same class as the electee is to represent.
Section II. The election committee shall consist of student body president, the student council sponsor, and a Holmes staff member.
Section III. The election committee shall determine the validity of nominations and provide that a faculty member or sponsor be present for the tabulation of ballots.
Section IV. Voting shall be by secret ballot.
Section V. Any student who receives a majority of the votes cast on the first primary will be considered elected.
Section VI. In the event that no candidate receives a majority the top two will be placed on the run-off ballot.

Section VII. In an election where two or more candidates are to be selected (as in the case of class representatives) the individuals receiving the most votes will be selected.
Section VIII. Students on disciplinary probation or those serving probation for a crime, excluding traffic violations, at the time of selection are not eligible to hold positions listed in Articles IV, V, and VI at Holmes Community College.
Section IX. Students must have and maintain a 2.0 QPA to run for and hold an office at HCC. Mid-term grades are included in computing QPA's. The student must maintain a 2.0 QPA and full-time status to continue serving in the office or position.
Section X. Students are limited to running for, or holding, a specific office one time with the exception of running for office under Article IV, Section 5.

Section XI. Wherever the phrase "full-time student" occurs, it is understood this means on the campus or center where you run for election or vote.

Article IV: Elections
Section I. Student Body Officers to be elected on the Goodman and Ridgeland Campuses during the last week of April are:

A. President, Secretary, and Treasurer.
1. Qualifications are to
a. be a full-time student;
b. be a first or second semester freshman; and
c. have at least "C" average for any previous work including mid-term grades.
2. Voter eligibility is limited to full-time freshman students.

B. Vice-President and Reporter (a Reporter will also be elected at the Grenada Center) shall be selected to serve the remainder of the school year in which they are elected and until the election of their successors during the fall semester of the following year.
1. Elections will be held at the end of the third school week (runoff during the fourth week).
2. Qualifications are to
a. be a full-time student;
b. be a first or second semester freshman; and
c. have at least "C" average for any previous work including mid-term grades.
3. Voter eligibility is limited to full-time freshman students.

Section II. Council Representatives are to be elected throughout the district.

A. There shall be four representatives to the student council elected at the end of the third school week (run-off the fourth week) from the freshman class.

1. Representatives will be composed of at least one man and one woman.
2 Qualifications are to
    a. be a full-time student;
    b. be a first or second semester freshman; and
    c. have at least a "C" average for any previous work including mid-term grades.
3. Voter Eligibility is limited to full-time freshman students.

B. There shall be three representatives to the student council elected at the end of the third school week (run-off during the fourth week) from the sophomore class.

1. Representatives will be composed of at least one man and one woman.
2. Qualifications are to
    a. be a full-time student;
    b. be a third or fourth semester student; and
    c. have at least a "C" average for any previous work.
3. Voter Eligibility is limited to full-time sophomore students.

C. There shall be one dormitory representative elected from each dormitory (Goodman Campus only).

1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
2. Qualifications are to
    a. be a full-time student and
    b. have at least a "C" average for any previous work.
3. Voter eligibility is limited to full-time students.

D. There shall be one commuter student elected to represent non-dormitory (Goodman Campus Only)

1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
2. Qualifications are to
    a. be a full-time student and
    b. have at least a "C" average for any previous work.

Section III. Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

A. The Homecoming Queen (Goodman Campus only)

1. Qualifications are to

a. be a full-time student;

b. be at least a third or fourth semester student and have never held a sophomore title;

and

c. have at least a "C" average for any previous work.

2. Voter eligibility is limited to full-time students.

B. Student Body Maid

1. In the case of a run off between the top two candidates for homecoming queen on the Goodman Campus, the runner-up shall be declared student body maid. If the top candidate for homecoming queen receives a majority of the votes the candidate with the second highest number of votes shall be declared student body maid.

2. On the Ridgeland Campus and at the Grenada Center, a Student Body Maid will be selected from the sophomore class and the remaining candidates will run for the sophomore maid positions.

3. Qualifications are to

a. be a full-time student;

b. be at least a third or fourth semester student and have never held a sophomore title;

and

c. have at least a "C" average for any previous work.

C. Freshman Maids

1. There shall be two freshman women elected from the freshman class of the Goodman and Ridgeland Campuses and one from the Grenada Center.

2. The election will be held at least two weeks prior to homecoming.

3. Qualifications are to

a. be a full-time student;

b. be a first or second semester freshman;

and

c. have at least a "C" average for any previous work.

4. Voter eligibility is limited to full-time freshman students.

D. Sophomore Maids

1. There shall be two women elected from the sophomore class of the Goodman, Ridgeland Campuses and Grenada Center. Candidates on the Goodman Campus shall include all participants in the Homecoming Queen election who were not in the run off.
2. The election will be held at least two weeks prior to homecoming.
3. Qualifications are to
    a. be a full-time student;
    b. be at least a third or fourth semester student and have never held a sophomore title; and
    c. have at least a "C" average for any previous work.
4. Voter eligibility is limited to full-time sophomore students.

Section IV. HCC Beauty Review (Open to female students only)

A. Qualifications are to
1. be a full-time student on any campus;
2. be nominated presenting to the Student Activities Director a petition containing fifteen signatures of full-time students;
3. attend rehearsal for the pageant; and
4. have at least a "C" average on any previous work.

B. Off-campus judges will choose the HCC Most Beautiful and four beauties during the pageant.

C. The pageant will be held late first semester or early second semester.

Section V. The HCC Who's Who election will be held in January to select Mr. and Miss HCC (Goodman, Ridgeland and Grenada campuses) and sixteen campus favorites. Campus favorites will consist of eight Freshman Favorites (four men and four women) and eight Sophomore Favorites (four men and four women). The two students receiving the highest number of votes for Mr. and Miss HCC will enter a second primary, unless one student receives a majority of all votes cast; in which event, that student will be declared the winner. In the final primary for Mr. and Miss HCC, the runners-up will automatically be named Sophomore Favorites.

A. Mr. and Miss HCC (Goodman and Ridgeland campuses and Grenada Center)

1. Qualifications are to
    a. be a full-time student;
    b. be a third or fourth semester student;

c. have at least a "C" average on any previous work; and
d. represent the very best in leadership, attitude, and behavior.

2. Voter eligibility is limited to full-time students.

B. Sophomore Men and Women Favorites

1. Qualifications are to
   a. be a full-time student;
   b. be a third or fourth semester student;
   c. have at least a "C" average on any previous work; and

2. Voter eligibility is limited to full-time students.

C. Freshman Men and Women Favorites

1. Qualifications are to
   a. be a full-time student;
   b. be a first or second semester student ; and
   c. have at least a "C" average on any previous work.

2. Voter eligibility is limited to freshman students.

Article V: Escorts for Homecoming

Section I. Queen, Student Body Maid, and Class Maid escorts shall be chosen by the Homecoming Committee from the Student Government Association.

STUDENT CONTESTS

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, Beauty, Who's Who member, and Hall of Fame member, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities, etc. Failure to meet the necessary requirements may result in the loss of the office or position being occupied by the student and also the loss of recognition of the student in *Horizons*, *The Growl*, or through press releases sent by the Public Information Office.

The College Who's Who contest is sponsored each year by the SGA and is completed by the third week of January. Mr. and Miss HCC are elected on the Goodman, Ridgeland and Grenada campuses and must be representative of the college's best as to scholarship, character, participation in co-curricular activities and attitude.

CAMPUS RECREATION & INTRAMURAL SPORTS
(Goodman Campus Only)

The Campus Recreation & Intramural Sports program at Holmes Community College is designed to provide students, faculty, staff, and their spouses the opportunity to participate in a variety of enjoyable competitive sports. Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The college is in compliance with Title IV of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The activities selected are determined on the basis of their contribution to the development of the whole individual – physically, socially, emotionally, and intellectually. Another purpose of the recreation and intramural program is to make participation in sports and physical activities a meaningful part of total education, thus providing individuals with opportunities to develop skills that can be utilized for lifelong fitness. The implementation of a wide variety of activities allows participation for different ability and interest levels – "Something for Everyone". The program provides competition in a spirit fostered by fair play and sportsmanship among all participants. A major objective of the Campus Recreation & Intramural Sports program is to provide enjoyable activities in a safe environment to enhance social interaction and develop a sense of community within the college. Intramurals are voluntary in nature (i.e. the student has a choice of activities) and every student is given an equal opportunity to participate – regardless of physical ability. Current students, faculty, and staff with a valid Holmes Community College I.D. are eligible to participate in the Campus Recreation and Intramural Sports program. Faculty is encouraged to participate in intramural activities and make "out-of-classroom" connections with students. Recreation and Intramural activities include team competition leagues, individual sports, team sports, and other special events. In addition, the HCC Fitness Center is open to all current students with a HCC ID.

HOUSING
(Goodman Campus Only)

Holmes Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The Director of Housing has been designated to receive and investigate complaints and carry out responsibilities in conformity with the foretasted acts and their amendments.

Check In To check in, students should report to their assigned residence hall at the time specified in the student handbook (Sunday afternoon before the beginning of classes the following day usually between the

hours of 3:00 p.m. to 6:00 p.m.). Students are then required to complete and turn in the Key/Damage Deposit Policy Form to their dormitory supervisor. This form will be placed on each bed before you move into your room. If a student does not turn in this form, he or she may be liable for damages to the room that existed before they moved in. This is a pre-damage inventory sheet for the student to report damages which he or she is not responsible for. Failure to turn this form in will forfeit the student's right to challenge any decision made by the Director of Housing and/or Dormitory Supervisor to charge the student for damages not reported.

Check Out To check out, a student is required to move out all belongings, clean room thoroughly, have the Hall Director complete a dormitory withdrawal form, and turn in the key and ID to that individual. Failure to properly check out of the residence hall will result in the loss of the housing deposit.

Lost Keys The Director of Housing and the Dormitory Supervisor should be contacted immediately when a room key has been lost. See the Director of Housing for replacement of key. The student will be charged $25 for a new key. If a student returns a broken key to the Director of Housing, a new one will be issued to him or her at no additional cost. For those students using HCC ID cards as keys, the charge will be $10 to replace a lost one.

College Property Students are responsible for college property. Any damages in a student's room will be charged to the occupants of that room unless those students completed and turned in a Key/Damage Deposit Policy form reporting that the damage existed in the room before they moved in. Common area (lounges, restrooms, vending, laundry, hallway, or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

Dormitory Rental System A commuting student sometimes finds it necessary to stay overnight on campus. Reasons for this may range from a need to study or do library work to a transportation problem. A commuting student may stay in a dormitory at a minimal fee. The following regulations govern this system:

1. The commuter must be a full-time student of Holmes Community College.
2. Students must obtain permission from the Director of Housing and will be under all dormitory regulations during their stay.
3. The charge is $5.00 per night and is to be paid to the HCC Business Office. This charge is per person, not per room.
4. The student will not be allowed to spend more than two consecutive nights in the residence hall without special permission.
5. Students who have received a fine for a disciplinary offense will not be allowed to rent a room.

Residence Hall Hours All residence halls open at 4:00 p.m. on Sunday afternoon and close at 2:00 p.m. on Friday afternoon. At the end of a semester or the beginning of a holiday, students are expected to vacate dormitory rooms as soon as their classes and/or exams are completed. Residence halls are closed on weekends unless permission has been granted from the Director of Housing to stay. Quiet hours shall begin at 11:00 p.m. and continue until 8:00 a.m. the next day. Reasonable quietness is expected at all times. During this period, students should be able to study in their rooms without loud noise or disturbances. Loud stereos, televisions, yelling, etc. will not be tolerated.

Weekend Stay Generally, only out-of-state or out-of-district athletes are granted permission to stay on weekends. Other than this group, the only other students who may stay on weekends with permission are those who are involved in a school activity (athletic competition, choir, band, cheerleading, etc.).

Room Inspection Residence hall rooms are subject to inspections by appropriate college officials. During the room inspections, the rooms will be checked for room damages and unsanitary conditions. Students may be subject to a $25 fine for failing room inspection.

Students are responsible for cleaning their rooms, bathrooms, and common areas (common areas only include the hallways in Attala Hall suites). Safety checks may be made from time to time as well.

Residence Hall Furnishings and Care Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish linens, and toilet items, including tissue, and is accountable for the care of the room and its furnishing. Students are not allowed to move any furniture or equipment from their rooms supplied by the college. Missing furniture or other items from rooms provided by the college or damage to them will result in a $25 fine or higher plus the cost of the items to the occupants of that room. Rooms are to be kept clean and in order at all times. Garbage is to be swept up in rooms and/or hallways and thrown into the trashcans or garbage shoots provided. Trash should be put into garbage bags first if possible before disposal for sanitary reasons. Students are responsible for their individual rooms, including furniture and everything else in the rooms furnished by the college. The room's occupants will pay for any damages found in a room. All dormitory rooms will be checked for damages to the mattresses, beds, floors, walls, windows, ceilings, doors, furniture, lights, bathroom, etc. All residents will pay for damages to common areas outside of dormitory rooms from housing deposits. Residence hall rooms remain the responsibility of the student until they have completed a dormitory check-out form and turned in their key and ID card to the Hall Director or Director of Housing.

Sales and solicitations are prohibited in the residence halls.

Personal Property *The College is not responsible for loss or damage of any and all personal items or valuables irrespective of cause. Students should consider purchasing renter's insurance or insuring these items are covered by the parents' homeowner's policy.*

Visitors during School Hours Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. No visiting is allowed after 12:00 a.m. without authorization. Immediate family members, with permission, may assist students in moving in or out of the residence halls. Male students are not allowed in any female dormitories except in the lobby area during regular visiting hours. No females are allowed in any male dorm lobby at any time.

Dismissal from Dormitory A student may be dismissed from a dormitory for academic or disciplinary reasons that may include cutting below twelve (12) hours in a class schedule, failing to have a 1.75 GPA for two semesters, pulling a fire alarm, etc. The consequences for such actions are dismissal and removal from the dormitory with loss of all dormitory privileges. When this occurs, a student is not allowed in any residence hall on campus as a visitor or otherwise. That student must leave the campus after his/her last class each day and must not be found on campus after 4:00 p.m. Students found in violation of this rule will face trespassing charges on school grounds and possible dismissal from school at the discretion of the Dean of Students.

Internet and Cable Wireless internet and cable will be provided in all dorm rooms.

Search of a Student's Room Holmes Community College is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct and to search housing facilities as needed and at times without notice to provide for a safe and healthy environment. It is the policy of Holmes Community College that police searches of a student's room may not be conducted unless reasonable suspicion exists that violations of college regulations or state or federal law are occurring or have occurred.

Closure for Breaks Several times during the year it will be necessary to close all residence halls completely. They are Thanksgiving break, Christmas break, and spring break.

Dormitory Regulations

1. Occupants of dormitory rooms are responsible for everything in the room and the room itself. Total damages to halls and areas not considered a part of a room will be assessed and charged to occupants of the dormitory. First offense will result in a warning or possible dismissal from the dormitory and payment of damages. Second offense will result in dismissal from dormitory and payment of damages.
2. The following are not allowed in dormitories or rooms: gambling, weight lifting equipment, pets, candles, incense, carpet, bicycles, motorcycles, or weapons (guns, knives, bow and arrow, etc.). Sound equipment (amps, speakers, etc.) is not allowed in dormitory rooms.
3. With limited exceptions, every electrical appliance must have a ground. Outlet adaptation for multiple uses of electrical outlets may not be used. (If you have any questions, please check with dorm supervisor.)
4. Students may bring irons, radios, televisions, coffeepots, and refrigerators (not to exceed 4.0 cubic feet or 4.5 amps). The only cooking appliance allowed in your room is a microwave oven.
5. Pictures, wall hangings, or additional furniture cannot be placed in a room without express written consent from the Director of Housing. Any damages resulting from this practice will be assessed to the students. HCC reserves the right to require removal of anything posted in a room. Obscene pictures will not be allowed.
6. Failure to keep your room clean will result in a fine after one warning. No trash is to be swept into halls; it must be picked up in your room.
7. Men are not to use the lobbies of the women's dormitories unless they check in at the front desk with their student ID. They must also be the guest of only one female resident assigned to that particular dormitory. It is the female student's responsibility to check her guest in at the desk. The female should present her student ID along with her guest's student ID at the front desk upon entering the lobby. No more than one guest is allowed per female resident. Men are not allowed in any other part of the female dormitories. Persons violating this regulation may be fine up to $200 and may lose housing privileges.
8. Women are not allowed in the men's dormitories. Persons violating this regulation may be fined up to $200 and may lose housing privileges.
9. Male students are not allowed in the parking area behind Yazoo Hall.
10. No sexual activity is allowed in the residence halls.
11. No horseplay (running, playing ball, etc.) is allowed at any time in the dormitories, including the hallways.
12. Students are not allowed at the windows or doors of dormitories of the opposite sex.

13. After dark the blinds in all dormitory rooms must be closed.
14. Lobby furniture found in rooms will result in a fine.
15. There will be a $25.00 fine for unauthorized moves of persons or furniture from or between dormitory rooms. The second unauthorized move will result in dismissal from the dormitory. (Room change may be permitted only after being processed through the office of the Director of Housing.)
16. In the absence of a fire, pulling a fire alarm will result in removal from the dormitory or from school.
17. No smoking is allowed in residence halls. All smoking must be done outside the building at least fifteen feet from any entrance.
18. Use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage bottles, empty or full, can be kept anywhere on campus. First offenders are generally fined $200 and may be removed from the dormitory or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.

Any student violating the rules and regulations is subject to being suspended from college. There will be a mandatory dormitory meeting after school begins where you will be given specific rules and regulations pertaining to your dormitory.

FINANCIAL AID

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (SEOG)
Federal Workstudy (FWS)
Federal Stafford Student Loans
Federal Unsubsidized Stafford Loans
H.C.C. Achievement/Performance Scholarships
H.C.C. Development/Patronage Scholarships

APPLICATION

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid.

DEADLINES

Students are encouraged to apply early in the spring prior to the start of the fall semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

POLICIES GOVERNING STUDENT FINANCIAL AID

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student within 10 days of the credit balance being issued. Refund checks will be mailed to the student's address on file. All workstudy checks will be disbursed on a monthly basis.

Any student who withdraws from school or drops below the minimum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calender days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may owe Holmes Community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress, in accordance with regulations issued by the United States Department of Education. Satisfactory Academic Progress (SAP) status will be determined at least once each year, generally at the end of the spring term. The first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a "SAP Warning" status. If a student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP Failure Status and is no longer eligible to receive federal aid. The student may continue to attend Holmes Community College at their own expense.

UNDERGRADUATE STUDENTS:

An undergraduate student is considered to be making satisfactory progress if he/she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree
- completes degree requirements within a reasonable length of time

REQUIRED QUALITATIVE MEASURE:

In order to meet the required qualitative measure, a student must maintain a minimum overall cumulative GPA based on the following scales. This measure becomes effective when the student has attempted at least 6 credit hours at Holmes Community College.

1- 48 hours	49 and above
1.75 G.P.A.	**2.0 G.P.A.**

MEASURABLE PROGRESS REQUIREMENT (COMPLETION RATE):

In order to maintain measurable progress toward the completion of their degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentage is shown below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

All students must maintain a 67% completion rate in order to avoid financial aid probation or suspension.

Example A: A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

Example B: A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

MAX TIME FRAME:

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 96 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal.

APPEAL PROCESS:

A student failing to meet the minimum standards, who has extenuating circumstances or who has a reasonable basis for special consideration may appeal their suspension to the Director of Financial Aid. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be emailed to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. The email address for the Director can be found at www.holmescc.edu and clicking on Financial aid. Appeals will not be heard over the phone. **Note: Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension. However, the student may continue to attend HCC at his/her own expense.**

CUMULATIVE RECORD:

A student's entire academic record at Holmes Community College, as well as all transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

PROBATION:

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

FINANCIAL AID SUSPENSION:

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

NOTIFICATION:

Any student placed on probation or suspension will be notified in writing after the fall and spring semester from the Office of Financial Aid. Summer notifications will not be mailed, but students may check their status anytime using their Doghouse account.

TYPES OF FINANCIAL AID

Grants

Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need. The three types of grants at Holmes Community College are described below:

A. **Federal Pell Grant**
The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance.

B. **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time/part-time students with 6 hours or more. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than $200 an academic year.

C. **Mississippi Resident Tuition Assistance Grant (MTAG) Program**

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.
- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

Award Amount: Up to $500 annually for freshmen and sophomores; Up to $1,000 annually for juniors and seniors.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

D. **Mississippi Eminent Scholars Grant (MESG) Program**
The MESG is a State-sponsored grant available to "first-time-in-college" students and renewal applicants only.

Eligibility:

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MESG.
- The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

Amount Of Award: Up to $2,500 annually, not to exceed the tuition and mandatory fees.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

STUDENT EMPLOYMENT

Federal College Work-Study Program: The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

The college work-study program is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Holmes Community College will use 5% of its CWS allocation for community service jobs.

LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the Financial Aid Office only. Online applications submitted through a bank or credit union will not be accepted. Students must be enrolled in 6 hours or more per semester at the time the loan funds are disbursed. Students who drop below 1/2 time status will have their loans voided.

Federal Stafford Loan (FSL)

Description: This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

Loan Origination Fee: Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Information regarding student loans are available at www.holmescc.edu and clicking on Financial Aid.

Unsubsidized Federal Stafford Loans

The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:

A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.

SCHOLARSHIPS & GRANTS

Sumners Grant

Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education.

All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment.

All applicants must be enrolled in a course that generates credit hours.

The amount of the Sumners Grant for a full-time student shall not exceed the cost of attendance up to $2015 per semester when combined with all other types of aid received by the student excluding loans.

The amount of the Sumners Grant for a part-time student shall not exceed the cost of attendance ($65 x credit hours) per semester when combined with all other types of aid received by the student excluding loans.

The continuation of a returning Holmes Community College student's eligibility to receive Sumners funds after each semester, depends on the students having at least a GPA of 2.5 on all hours attempted.

Transfers from other institutions must have a cumulative 2.5 GPA from all schools attended in order to be eligible for the Sumners Grant. Holmes Community College must have an official transcript from all schools attended prior to awarding Sumners Grant.

Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.

Achievement Scholarships

Board of Trustees Scholarships
President's & Dean's Scholarships
Valedictorian and Salutatorian Scholarships
Skills USA Scholarship
Technology Applications Scholarship
Honors Program Book Scholarship
Michael Klauk Scholarship

Performance Scholarships

Athletic Scholarships
Cheerleader Scholarships
Drama Scholarships
Journalism Scholarships
Music Scholarships

HCC Development Foundation Scholarships

Alumni & Friends Career-Technical Scholarship
Bain & Corey Scholarship
Belk Family Scholarship
BellSouth Endowed Scholarship

Ben Branch Memorial Scholarship
Frank B. Branch Memorial Scholarship
Dr. Paul B. Brumby Memorial Scholarship
Doris S. and John W. Campbell, Sr. Memorial Scholarship
F.C. & Annie P. Dailey Memorial Nursing Scholarship
Durant Woman's Club Scholarship
Burnis T. & Clytice Robertson Gardner Scholarship
Garrard Family Foundation Scholarship
Eli P. Garrett Scholarship
Gibson Family Scholarship
Dr. L.C. Henson Scholarship
Kay Hodges Scholarship
Mr. & Mrs. M.C. McDaniel Scholarship
MillennialTeaching Fellowship
Gayden Schrock Memorial Scholarship
Ronald "Ronnie" K. Thomas memorial Scholarship
TIC (The Industrial Company) Welding Scholarship
1950 HJC Championship Football Team Athletic Scholarship

Patronage Scholarships

John C. Downey Scholarship
Entergy Excellence in Education Scholarship
Lexington Foundation Scholarship
Lexington Homes Scholarship
Mississippi Association of Supervisors Scholarship
Mississippi Manufacturers' Assn. Chairman's Award
Pathfinder Scholarship
Patricia Liles memorial Scholarship
Radio People of Jackson Scholarship

Regulations For Board Of Trustees', President's , & Dean's Achievement (ACT) Scholarships

1. Students must meet all admission requirements.
2. Students must maintain at least a 3.0 cumulative GPA.
3. Students must be enrolled in 15 semester hours.
4. The scholarships do not cover the matriculation fee or the stu dent activities fee.
5. The recipient must have a cumulative 3.0 on all previous college work.
6. Students must have official ACT scores on file in the Office of Admissions and Records before the award will be made.
7. Out-of-state students are not eligible for these scholarships.
8. Students who have completed a bachelor's degree may receive these scholarships provided they have a cumulative 3.0 on all work.
9. If the student withdraws or drops below 15 semester hours prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

Board of Trustees' Scholarship: This scholarship covers the cost of tuition, room and board, fall and spring semesters only. The recipient must have an enhanced ACT composite of 28 or higher. Students eligible for the Board of Trustees Scholarship would not be eligible for other HCC scholarships because a student cannot receive in scholarships more than the published cost of attending school per semester.

***President's Scholarship:** This scholarship covers one-half the cost of tuition, room, & board at Holmes Community College. The recipient must have an enhanced ACT composite of 24-27.

***Dean's Scholarship:** This scholarship covers the cost of tuition at Holmes Community College. It does not include room and board. The recipient must have an enhanced ACT composite of 20 -23.

These scholarships are credited to the student's account after the sixth week of each semester. If the student withdraws or drops below 15 semester hours prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

*Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one time $100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

SkillsUSA Scholarships: Scholarships may be awarded to district and/or state SkillsUSA contest winners (1st-3rd place) in specific Career/Technical areas of competition. These scholarships are valid for related Career/Technical programs on the Goodman Campus of Holmes Community College. Recipients who maintain a 2.5 cumulative quality point average may receive the award for four consecutive semesters. The award of up to $500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time student. Students eligible for the SkillsUSA scholarship are also eligible for other scholarships, such as athletics,music, drama, valedictorian/salutatorian awards, etc. up to but not exceeding the published cost of attending HCC. To receive an application, contact the Career/Tech secretary at 662-472-9058. The deadline for submitting applications is May 1.

Technology Applications Scholarship: Engineering Technology majors on the Goodman campus who have completed Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to applicants who have competed and/or placed in any event at the Technology Student Associations's annual conference. Recipients who maintain a 2.5 cumulative quality point average may receive the award four consecutive semesters. The award of $500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC. To receive an application, contact the career/technical secretary at 662-472-9058. The deadline for submitting applications is May 1.

The Michael Klauk Scholarship: This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

Honors Program Book Scholarship: A $200 scholarship to the Holmes Bookstore is available to any Honors Program Participant who has scheduled Honors Forum and any one other honors course.

Scholarship Regulations:

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

Cheerleader Scholarships

Scholarships are available to cheerleaders and mascots each semester. This scholarship will be awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

Drama Scholarships

Scholarships are available to students who desire to participate in theatrical productions. Auditions are required. Students may hold drama scholarships concurrently with other scholarships.

Journalism Scholarships

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.*

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (HCC Chorale or The Holmes Connection!). Students may hold vocal scholarships concurrently with band scholarships.*

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.*

Holmes Community College Development Foundation Scholarships

The Alumni and Friends Career-Technical Scholarship: This scholarship was established by an anonymous donor to assist full-time career-technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career-Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

The Bain & Corey Scholarship: This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/her growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

The BellSouth Endowed Scholarship: This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

The Ben Branch Memorial Scholarship: This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are available from the Holmes Community College Foundation Office.

The Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarship: This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Doris S. and John W. Campbell, Sr. Memorial Scholarship: This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

The F.C. & Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

The Durant Woman's Club Scholarship: This scholarship was established by the Durant Woman's club. The applicant should be a descendant of a member of the Holmes County Federated Woman's Club and should have a minimum ACT score of 25. Students receiving other scholarships or financial assistance will be eligible for consideration. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

Burnis T. and Clytice Robertson Gardner Scholarship: This endowment is established by Burnis T. and Clytice Robertson Gardner for the purpose of providing scholarships for needy students at Holmes Community College. The number and amount of the scholarship to be awarded shall be determined by the judgment of the HCC Foundation Scholarship Committee and shall be used to pay for tuition, books and supplies. This scholarship shall be awarded to a needy student with a minimum 2.5 GPA.

The Garrard Family Foundation Scholarship: This scholarship was established by Warren and Dorothy Garrard in 2003. The Garrards prefer, but do not require, the deserving student(s) to be from Carroll County with interest in agriculture.

The Eli P. Garrett Scholarship: The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

Gibson Family Scholarship: The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.

The Dr. L. C. Henson Scholarship: This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson, to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery county enrolled as a full-time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

The Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Mr. and Mrs. M.C. McDaniel Scholarship: The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of $400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

The Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

The Millennial Teaching Fellowship: This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students on the ridgeland Campus of Holmes Community College. The students must have a 2.0 GPA and must be majoring in education and will be teachers of science or mathematics in Mississippi.

TIC (The Industrial Company) Welding Scholarship: This scholarship was established by The Industrial Company to help a freshman who will be entering the welding program at Holmes Community College.

Ronald "Ronnie" K. Thomas Memorial Scholarship: This scholarship was established by George and Carolyn Thomas in memory of their son and shall be awarded to a student enrolled in a Career Technical program on the Goodman Campus.

The 1950 HJC Championship Football Team Athletic Scholarship: This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

PATRONAGE SCHOLARSHIPS

The John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

The Entergy Excellence in Education Scholarship: Entergy Mississippi Inc. established this scholarship for vocational and technical students in recognition of the importance of a well-trained workforce to the economic success of Mississippi. To be considered, applicants must be a legal resident of Mississippi, possess a 2.5 GPA, be a full-time student pursuing a vocational or technical field of study, be free of any disciplinary problems and have demonstrated financial need. This scholarship must not duplicate other scholarships or financial assistance. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

The Lexington Foundation Scholarship: This scholarship is given by the Lexington Foundation of Lexington, Ms. Five (5) scholarships each year to Holmes Community College will be awarded to students from Central Holmes Academy, J.J. McClain and S. V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 2.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met.

Lexington Homes Scholarship: This scholarship was established by Lexington Homes of Lexington, MS., and is the amount of tuition. It will be awarded to one freshman and one sophomore. Preference will be given to students that are residents of Holmes County, attend the Goodman Campus, and to employees or family members of employees of Lexington Homes. The student must maintain a 2.0 GPA.

The Mississippi Association of Supervisors Scholarship: This scholarship was established by the Mississippi Association of Supervisors in 1996 to recognize deserving students at each of Mississippi's at community colleges. Applicants must demonstrate potential for success in college and financial need. To retain this award in the Spring semester, the student must maintain a 2.5 GPA. This scholarship is not renewable after one year. The Scholarship Committee will make final selection of the annual recipient from the supporting counties in the college district in rotating alphabetical order based on stated criteria.

The Mississippi Manufacturers' Association Chairman's Award: This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses incurred by a full-time day student.

Pathfinder Scholarship: This scholarship is funded by the Pathfinder Sunday School Class at Madison United Methodist Church in Madison, MS. The purpose of this scholarship is to provide financial aid to an Associate Degree nursing student at Holmes Community College. The intent is to provide assistance in the form of paid tuition to someone who would not otherwise be financially able to attend school. The selected student should be an entering freshman of good character and meet all enrollment requirements. Preference should be given to a member of the Madison United Methodist Church.

Patricia Liles Memorial Scholarship: This scholarship was established by The Friends of Patricia Liles. It will be awarded to a student enrolled in Grenada area schools and scheduled to enroll in the Licensed Practical Nursing program at Holmes Community College in Grenada. The recipient of this scholarship will receive $500.00 for the school year in which it is awarded.

The Radio People of Jackson Scholarship: This scholarship is awarded to a student with a financial need majoring in communications or marketing. It is awarded annually to a full-time student with a 2.75 GPA and evidence of involvement in extracurricular activities and service.

NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals. Unless otherwise indicated, the deadline for submitting applications is May 1. Application forms are available from **the Foundation or Office of Admissions.**

Other Financial Aid Resources:

1) Veterans' Benefits
2) Vocational Rehabilitation
3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over $600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalog, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, P.O. Box 216, Goodman, MS 39079.

STUDENT HOUSING
(Goodman Campus Only)

There are seven dormitories on campus providing space for 360 men students and 300 women students.To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed

semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of a $50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up to $30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

DORMITORY HOURS

All residence halls open at 4:00 p.m. Sunday afternoons and close at 2:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.

AUTOMOBILES ON CAMPUS

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike

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BOOKS

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE
(Goodman Campus Only)

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorance Center. Students must register for a post office box with the Bookstore Manager.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

VETERANS' EDUCATIONAL BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and Attendance that applies to all veterans under Chapter 1606,1607, 30, 32, 33, 34, and 35 of Title 38 is published in the bulletin under the direction of the Office of the Vice President of Academic Programs. The student receiving VA Ed Benefits will follow the same Policy on Satisfactory Academic Progress for Federally Funded Financial Aid in both Qualitative Measure and Measureable Progress Requirements. This statement of revised standards of progress and attendance was approved by the State Approving Agency effective Fall, 2010. The statement is in compliance with VA Regulation 14253 (D).

STANDARDS of PROGRESS for STUDENTS RECEIVING VA EDUCATION BENEFITS

Veterans are admitted on the same basis as other students. Published calendars, policies, and regulations apply to Veterans receiving VA Education Benefits on the same basis as other students. Also based on VA rules and regulations, students will receive VA Education Benefits only for courses which apply toward a degree program or the necessary remediation.

Records of Students' Receiving VA Education Benefits:

The office of the Vice President for Academic Programs maintains a file on all HCC students who receive Veteran's Education Benefits. The files contain all Enrollment Certifications and forms submitted by Holmes in regard to the students' school attendance, and all of these forms are submitted to the appropriate RPO by the Office of the Vice President for Academic Programs. Each campus also maintains a file for each VA student who attends that particular campus and each has staff personnel to assist students who receive VA Education Benefits. When the student graduates or terminates school attendance, the file is kept for a period of three years in the office of the Vice President of Academic Programs as required by VA. A Veteran may inspect his file at any time. The files are also open to inspection by official representatives of the Veteran's Administration and the State Approving Agency.

Academic Standards of Progress Required for Students Who Receive Veteran's Education Benefits:

The student receiving VA Education Benefits will follow the same Policy on Satisfactory Academic Progress For Federally Funded Financial Aid in both Qualitative Measure and Measureable Progress Requirements.

Qualitative Measure:

In order to meet the required qualitative measure, a student receiving Veteran's Education Benefits must maintain a minimum overall cumulative GPA based on the following scales. This measurement becomes effective when the Veteran has attempted at least 6 credit hours at Holmes Community College.

1-48 Attempted hrs	49& above Attempted
1.75 G.P.A.	2.0 G.P.A.

Measurable Progress Requirement (Completion Rate):

In order to maintain measurable progress toward the completion of a degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentage is shown below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

All students must maintain a 67% completion rate in order to avoid VA Probation or Suspension.

VA Probation and Suspension:

The progress of each Veteran certified to receive Educational Benefits who is attending HCC will be reviewed at the end of each semester. After 6 credits hours have been attempted at Holmes, the standards outlined above will be applied. Those who fail to meet these Standards of Progress will be placed on VA Probation for one semester, will receive a warning, and will continue to receive benefits. If the veteran fails to meet the Standards of Progress after the Probation Semester, the veteran will be placed on VA Suspension, will be notified, and will not be re-certified to receive VA Education benefits until the deficiencies have been corrected.

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Ambassadors. The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union (BSU). The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

Concert Chorale. The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Creative Arts Club. The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Engineering Technology Club. The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

Delta Psi Omega. Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Forestry Club. This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. Grenada Center only.

The Holmes Connection! This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

Holme-Towne Players. This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

Math and Combined Sciences Club. MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

Phi Theta Kappa. Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

Pi Sigma Eta. Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

SkillsUSA-VICA. Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

Social Science Forum. The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Organization. This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses.

Student Practical Nursing Organization (SPNO). The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students of Holmes Community College.

PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

The GROWL, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

Horizons is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

Reflections, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS/MAJORS

AGRICULTURE
ART
AVIATION MANAGEMENT
BIOLOGICAL SCIENCE
BUSINESS ADMINISTRATION/ACCOUNTING
CHEMISTRY
COMPUTER SCIENCE/COMPUTER ENGINEERING
CRIMINAL JUSTICE
ELEMENTARY EDUCATION
ENGINEERING
FORENSIC SCIENCE
FORESTRY AND WILDLIFE
GENERAL COLLEGE STUDIES
HEALTH-RELATED PROFESSIONS:
- PRE-CLINICAL LABORATORY SCIENCES
- PRE-CYTOTECHNOLOGY
- PRE-DENTAL HYGIENE
- PRE-OCCUPATIONAL THERAPY
- PRE-PHYSICAL THERAPY
- PRE-RADIOLOGIC SCIENCES

INDUSTRIAL TECHNOLOGY
LIBERAL ARTS
MATHEMATICS
PRE-DENTAL
PRE-LAW

PRE-MEDICAL
PRE-B.S. NURSING
PRE-PHARMACY
PRE-VETERINARY
PRE-VETERINARY MEDICAL TECHNOLOGY
PSYCHOLOGY
SOCIAL WORK/SOCIOLOGY
SECONDARY EDUCATION:
BIOLOGY/SCIENCE
CHEMISTRY/PHYSICAL SCIENCE
ENGLISH
MATHEMATICS
MUSIC-INSTRUMENT
MUSIC-PIANO
MUSIC-VOICE
PHYSICAL EDUCATION
SOCIAL STUDIES
TECHNOLOGY TEACHER
*ADN NURSING

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

*AAS is awarded for this program, but it is not a Technical curriculum.

Agriculture

First Year

First Semester		Second Semester	
English Comp I	ENG 1113	English Comp II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
Gen Biology I	BIO 1134	Gen Biology II	BIO 1144
College Algebra	MAT 1313	Trigonometry	MAT 1323
		Public Speaking	SPT 1113
Total	14 hrs.	Total	17 hrs.

Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. However, if you desire to receive an Associate of Arts degree in Agriculture the courses listed under "Second Year" are recommended.

Second Year

First Semester		Second Semester	
Zoology I	BIO 2414	Zoology II	BIO 2424
Accounting I	ACC 1213	Accounting II	ACC 1223
Macroeconomics I	ECO 2113	Socical/Behavioral Science	3
Gen Physics I	PHY 2414	Fine Arts Elective.	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	16 hrs

Consult your chosen transfer college to determine changes to this curric ulum.

Art

(Goodman Campus)

First Year

First Semester		Second Semester	
English Comp I	ENG 1113	English Comp II	ENG 1123
Drawing I	ART 1313	Drawing II	ART 1323
Art History I	ART 2713	Art History II	ART 2723
College Algebra	MAT 1313	Public Speaking	SPT 1113
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Painting I	ART 2513	Painting II.	ART 2523
Design I	ART 1433	Design II	ART 1443
3-D Design	ART 1453	Literature Elective	3
History Elective	3	History Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Total	15 hrs.	Total	15 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

Aviation Management

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
History Elective	3	History Elective	3
Gen Psychology I..	PSY 1513	Public Speaking	SPT 1113
Fine Arts Elective	3	Computer App I	CSC 1123
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Literature Elective	3
Macro Economics	ECO 2113	Micro Economics	ECO 2123
Elective	3	Elective	3
Prin of Accounting I	ACC 1213	Business Statistics	BAD 2323
*Natural Science w/Lab	4	*Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

*BIO or CHE or PHY any sequence (Gen. Aviation Management - option only);

*PHY 2244, PHY 2254 "Calculus Based" (Airways Science - option only)

Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore students are advised to transfer to Delta State after the Freshmen year. However, if you desire to receive an Associate of Arts degree in Aviation Management, the courses listed under "Second Year" are recommended.

Biological Science

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Gen. Biology I	BIO 1134	Gen. Biology II	BIO 1144
History Elec (Continuous)	3	History Elec (Continuous)	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Gen Physics I	PHY 2414	Gen Physics II	PHY 2424
OR		**OR**	
Gen Physics I-A	PHY 2514	Gen Physics II-A	PHY 2524
Gen Psychology	PSY 1513	Fine Arts Elective	3
OR Sociology	SOC 2113	Social/Behavioral Elective	3
Public Speaking	SPT 1113		
Total	14 hrs.	Total	14 hrs.

Consult with your chosen transfer college to determinechanges to this curriculum.

Business Administration/Accounting

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Gen Psychology I	PSY 1513
Fine Arts Elective	3	Public Speaking	SPT 1113
*Business Elective	3	*Business Elective	3
Humanities Elective	3	Humanities Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Natural Science w/lab	4	Natural Science w/lab	4
Macro Economics	ECO 2113	Micro Economics	ECO 2123
Legal Environment of Business	BAD 2413	Business Statistics	BAD 2323
		OR Statistics	MAT 2323
Prin/Accounting I	ACC 1213	Prin/Accounting II	ACC 1223
Business Cal I	MAT 1513	*Business Elective	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

*Choose from the following Business Electives:

BAD 1113 - Introduction to Business
BAD 2533 - Computer Applications in Business & industry
BAD 2813 - Administrative Communications
BAD 2853 - Business Ethics

Chemistry

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
Calculus I	MAT 1613	Calculus II	MAT 1623
*Social/Behavioral Science	3	Gen Psychology I	PSY 1513
Trigonometry	MAT 1323	Public Speaking	SPT 1113
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Gen. Physics I-A	PHY 2514	Gen. Physics II-A	PHY 2524
*Fine Arts Elective	3	*Literature Elective	3
*Elective	3	*Elective	3
*History Elective	3		
Total	17 hrs.	Total	14 hrs.

*Consult with your chosen transfer university to determine changes in this curriculum.

Computer Science/Computer Engineering

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Gen Chemistry I	CHE 1213	Gen Biology I	BIO 1134
Gen Chemistry I Lab	CHE 1211	Computer Program I	CSC 1613
Humanities Elective	3	Humanities Elective	3
Calculus I	MAT 1613	Calculus II	MAT 1623
Public Speaking	SPT 1113		
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Computer Prog II	CSC 2623	Fine Arts Elective	3
Calculus III	MAT 2613	Calculus IV	MAT 2623
Social/Behav Science	3	Social/Behav Science	3
Gen Physics I-A	PHY 2514	Gen Physics II-A	PHY 2524
Linear Algebra	MAT 2113	Differential Equations	MAT 2913
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer college to determine changes to this curriculum.

Criminal Justice

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Intro/Criminal Justice	CRJ 1313	Police Admin & Org	CRJ 1323
College Algebra	MAT 1313	*Elective	3
Natural Science w/lab	4	Natural Science w/lab	4
History Elective	3	History Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
American National Gov't	PSC 1113	Juvenile Justice	CRJ 2513
Fine Arts Elective	3	*Elective	3
Gen Psychology I	PSY 1513	Public Speaking	SPT 1113
Social/Behavioral Science	3	Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Total	15 hrs.	Total	15 hrs.

*Consult with your chosen transfer college to determine changes to this curriculum.

Elementary Education

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
*Physical Science w/lab	4	*American Gov't	PSC 1113
World Geography	GEO 1113	**OR** Sociology	SOC 2113
*History Elective (Continous)	3	*History Elective (Continuous)	3
		**Elective	3
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
*Literature Elective (Continous)	3	*Literature Elective (Continous)	3
Biological Science w/lab	4	Fine Arts Elective	3
Real Number Sys	MAT 1723	Geo,Measur,&Prob	MAT 1733
**Elective	3	**Elective	3
**Elective	3	**Elective	3
Total	16 hrs.	Total	15 hrs.

*Consult with your chosen transfer college to determine changes in this curriculum.

****Suggested Elective courses:** Area concentration courses in English, Mathematics, Science, or Social Studies.

It is strongly recommended that students complete the Praxis I examination prior to transferring (if required).

Engineering

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
Calculus I	MAT 1613	Calculus II	MAT 1623
**Humanities Elective	3	Public Speaking	SPT 1113
Fine Arts Elective	3	*** Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Calculus III	MAT 2613	Calculus IV	MAT 2623
**Humanities Elective	3	Engineer Mechan	EGR 2413
*Linear Algebra	MAT 2113	Differential Equations	MAT 2913
**Social Science Elective	3	**Social Science Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer college to determine changes in this curriculum.

**Fifteen (15) hours are required in the humanities and social sciences. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.

***Suggested elective courses: Graphic Communication I (GRA 1143) or Computer Programming I.

Forensic Science

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Gen Biology I	BIO 1134	Gen Biology II	BIO 1144
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
Calculus I	MAT 1613	Calculus II	MAT 1623
Trigonomety	MAT 1323		
Total	17 hrs.	Total	14 hrs.

Second Year

First Semester		Second Semester	
Gen Physics I	PHY 2414	Gen Physics II	PHY 2424
Western Civ I	HIS 1113	Western Civ II	HIS 1123
Public Speaking	SPT 1113	Fine Arts Elective	3
Socia/Behavioral Science	3	Social/Behavioral Science	3
Literature Elective (Copntinous)	3	Literature Elective (Continous)	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer college to determine changes in this curriculum.

Forestry and Wildlife

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
		Fine Arts Elective	3
Total	14 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Gen Physics I	PHY 2414	Public Speaking	SPT 1113
Accounting I	ACC 1213	Accounting II	ACC 1223
Macro Economics	ECO 2113	Micro Economics	ECO 2123
Humanities Elective	3	Humanities Elective.	3
Business Calculus I	MAT 1513	Statistics	MAT 2323
Total	16 hrs.	Total	15 hrs.

Consult with your chosen transfer college to determine changes to this curriculum.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year. However, if you desire to receive an Associate of Arts degree in Forestry and Wildlife, the courses listed under **Second Year** are recommended.

General College Studies

First Year

First Semester

English Comp. I	ENG 1113
History Elective	3
Fine Arts Elective	3
College Algebra	MAT 1313
Elective	3
Total	15 hrs.

Second Semester

English Comp. II	ENG 1123
History Elective	3
Public Speaking	SPT 1113
PSY/EPY Elective	3
Elective	3
Total	15 hrs.

Second Year

First Semester

Natural Science w/Lab	4
Social/Behavioral Science	3
Literature Elective	3
Humanities Elective	3
Elective	3
Total	16 hrs.

Second Semester

Natural Science w/Lab	4
Social/Behavioral Science	3
Literature Elective	3
Humanities Elective	3
Elective	3
Total	16 hrs.

This curriculum is designed for those students who have not decided upon a major at a transfer institution. Following this program will allow graduation with an Associate of Arts degree or a student may select another major at any time during his/her enrollment at Holmes.

Health-Related Professions
Pre-Clinical Laboratory Sciences

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
		Elective	1
Total	14 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Humanities Elective	3	Humanities Elective	3
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Social/Behavioral Science	3	Social/Behavioral Science	3
Calculus I	MAT 1613	Microbiology	BIO 2924
Comp Applications I	CSC 1123	Fine Arts Elective	3
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 58 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Health-Related Professions
Pre-Cytotechnology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
College Algebra	MAT 1313	*Elective	4
Total	14 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Social/Behavioral Science	3	Soc/Behavioral Science	3
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Humanities Elective	3	Humanities Elective	3
Comp Applications I	CSC 1123	Microbiology	BIO 2924
Public Speaking	SPT 1113	Fine Arts Elective	3
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring and must have a minimum of 58 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Electives may consist of one 3-hour course and one 1-hour course OR they may be one 4-hour course.

Health-Related Professions
Pre-Dental Hygiene

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Zoology I	BIO 2414	General Psychology	PSY 1513
OR Gen Bio I	BIO 1134	Nutrition	BIO 1613
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry I Lab	CHE 1211	Gen Chemistry II Lab	CHE 1221
College Algebra	MAT 1313	Public Speaking	SPT 1113
Total	14 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3	Microbiology	BIO 2924
Sociology	SOC 2113	Elective	3
Elective	3	Child Psychology	EPY 2513
		OR Adol Psy	EPY 2523
		OR Hum Growth	EPY 2533
Total	16 hrs.	Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Students must have a minimum of 57 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment.

Health-Related Professions
Pre-Occupational Therapy

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
College Algebra	MAT 1313	Trigonometry	SPT 1113
Gen Chemistry I	CHE 1213	Public Speaking.	EPY 2533
Gen Chemistry I Lab	CHE 1211	Child Psychology	EPY 2513
General Psychology	PSY 1513	**OR** Adol Psy..	EPY 2523
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Gen Physics I	PHY 2414	Human Growth	EPY 2533
Soc/Behavioral Science	3	Soc/Behavioral Science.	3
Humanities Elective	3	Humanities Elective	3
		Fine Arts Elective	3
Total	14 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum of 66 hours of transfer credit(beginning 2012, 72 hours of transfer credit will be required) with a minimum 2.75 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

This is a Master's Degree Program requiring an additional 36 months of continuous study beyond completion of this program. All applicants are required to provide evidence of 16 hours observation in at least two occupational therapy clinical departments.

Health-Related Professions
Pre-Physical Therapy

First Year

First Semester

English Comp. I	ENG 1113
Zoology I	BIO 2414
OR Gen Bio I	BIO 1134
Gen Chemistry I	CHE 1213
Gen Chemistry Laboratory I	CHE 1211
College Algebra	MAT 1313
Total	14 hrs.

Second Semester

English Comp. II	ENG 1123
Zoology II	BIO 2424
OR Gen Bio II	BIO 1144
Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory II	CHE 1221
Trigonometry	MAT 1323
Total	14 hrs.

Second Year

First Semester

Human Anatomy & Physiology I	BIO 2514
Gen Physics I	PHY 2414
Public Speaking	SPT 1113
Social/Behavioral Science	3
Humanities Elective	3
Total	17 hrs.

Second Semester

Human Anatomy & Physiology II	BIO 2524
Gen Physics II	PHY 2424
Fine Arts Elective	3
Social/Behavioral Science	3
Humanities Elective	3
Total	17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum 3.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer.

All programs at the University Medical Center have a limited class size with competitive admissions.

Students applying for the Doctor of Physical Therapy must have a bachelor's degree and evidence of 40 hours of observation in at least two physical therapy clinical departments or practices. Students must also take the GRE before applying to the program. Students must also complete an autobiographical essay and a resume to apply to the program.

Health-Related Professions
Pre-Radiologic Sciences

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Nutrition	BIO 1613
		Fine Arts Elective	3
Total	14 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Humanities Elective	3	Humanities Elective	3
Public Speaking	SPT 1113	First Aid & CPR	HPR 2213
Soc/Behavioral Elective	3	Soc/Behavioral Elective	3
Computer App I	CSC 1123	*Elective	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum of 57 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

See the University of Mississippi Medical Center website for additional requirements for admission to the B.S. Degree Program of Radiologic Sciences.

Industrial Technology

First Year

First Semester

English Comp. I	ENG 1113
Graphic Communication I	GRA 1143
Wood Working I	IED 1213
College Algebra	MAT 1313
Fine Arts Elective	3
Total	15 hrs.

Second Semester

English Comp. II	ENG 1123
Graphic Communication II	GRA 1153
Forging & Welding	IED 2323
Trigonometry	MAT 1323
Business Statistics	BAD 2323
Total	15 hrs.

Second Year

First Semester

Natural Science w/Lab	4
Basic Electricity	IED 1813
Gen Psychology	PSY 1513
Humanities Elective	3
*Restricted Elective	3
Total	16 hrs

Second Semester

Natural Science w/Lab	4
Macro Economics	ECO 2113
Public Speaking	SPT 1113
Humanities Elective	3
*Restricted Elective	3
Total	16 hrs

***Restricted Electives (Approved by Advisor):**

Accounting I	ACC 1213
Calculus I	MAT 1613
General Chemistry I	CHE 1213
Basic Applications of Industrial Safety	ENT 1153

Consult with your chosen transfer university or college to determine modification of this curriculum.

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment.

Liberal Arts

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
Foreign Language	3	Foreign Language	3
College Algebra	MAT 1313	Natural Science w/lab	4
Natural Science w/lab	4	Fine Arts Elective	3
Public Speaking	SPT 1113	Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Literature Elective	3
Foreign Language	3	Foreign Language	3
Philosophy Elec (Non-Religious)	3	Social/Behavioral Science	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Natural Science w/lab	4	Humanities Elective	3
Total	16 hrs.	Total	15 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

Mathematics
(Non-Education Major)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Calculus II	MAT 1623
Western Civ I	HIS 1113	Western Civ II	HIS 1123
OR World History I	HIS 1163	**OR** World History II	HIS 1173
Fine Arts Elective	3	Computer Program I	CSC 1613
*Natural Science w/lab	4	**Soc/Behavioral Science	3
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Literature Elective	3
Calculus III	MAT 2613	Calculus IV	MAT 2623
Linear Algebra	MAT 2113	Differential Equations	MAT 2913
Gen Physics I-A	PHY 2514	Gen Physics II-A	PHY 2524
Public Speaking	SPT 1113	**Soc/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

*CHE 1213/1211 - Gen Chemistry I, CHE 1223/1221 - Gen Chemistry II, BIO 1134 - Gen Biology I, BIO 1144 - Gen Biology II.
**PSC 1113 - American national Government, PSY 1513 - General Psychology I, or SOC 2113 - Intro to Sociology

Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

Pre-Dental

First Year

First Semester

English
Composition I ..... ENG 1113
Gen.Chemistry I ..... CHE 1213
General Chemistry
Laboratory I ..... CHE 1211
College Algebra ..... MAT 1313
General Biology I ..... BIO 1134
Fine Arts Elective 3

Total 17 hrs.

Second Semester

English
Composition II ..... ENG 1123
Gen.Chemistry II ..... CHE 1223
General Chemistry
Laboratory II ..... CHE 1221
Trigonometry ..... MAT 1323
General Biology II ..... BIO 1144
Public Speaking ..... SPT 1113

Total 17 hrs.

Second Year

First Semester

Organic
Chemistry I ..... CHE 2424
Gen.Physics I ..... PHY 2414
Gen.Psychology I.....PSY 1513
Humanities Elective.....3

Total 14 hrs.

Second Semester

Organic
Chemistry II ..... CHE 2434
Gen.Physics II ..... PHY 2424
Statistics .....MAT 2323
Humanities Elective..... ...3
Soc/Behavioral Science 3

Total 17 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

University of Mississippi Medical Center has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.

Pre-Law

First Year

First Semester		Second Semester	
English		English	
Composition I	ENG 1113	Composition II	ENG 1123
Foreign Language	3	Foreign Language	3
History Elective (Continuous)	3	History Elective (Continuous)	3
College Algebra	MAT 1313	Public Speaking	SPT 1113
American Gov't	PSC 1113	Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Economics Elective	3
Foreign Language	3	Foreign Language	3
Natural Science w/lab	4	Natural Science w/lab	4
Sociology	SOC 2113	Intro/Philosophy	PHI 2113
Fine Arts Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes to this curriculum.

Law schools require a baccalaureate degree for admission but no prescribed course of study is stipulated. Students are advised to pursue an undergraduate degree which will provide a suitable alternative to acceptance into Law School. The curriculum outlined above is a suggested alternative for those who wish a career in the legal profession and fulfils core requirements for a baccalaureate in Paralegal studies.

Pre-Medical

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Gen. Chemistry I	CHE 1213	Gen. Chemistry II	CHE 1223
Gen. Chemistry Laboratory I	CHE 1211	Gen. Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Fine Arts Elective	3	Public Speaking	SPT 1113
General Biology I	BIO 1134	General Biology II	BIO 1144
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Gen.Physics I	PHY 2414	Gen.Physics II	PHY 2424
Social/Behav Science	3	Social/Behav Science	3
Humanities Elective	3	Humanities Elective	3
Total	14 hrs.	Total	14 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

University of Mississippi Medical Center has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.

Pre-Nursing (B.S.)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
Gen Psychology	PSY 1513	Human Growth	EPY 2533
General Chemistry I	CHE 1213	Microbiology	BIO 2924
Gen. Chemistry Lab I	CHE 1211	Nutrition	BIO 1613
General Biology I	BIO 1134		
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
Computer App I	CSC 1123	Bus Statistics	BAD 2323
OR Comp App/Bus	BAD 2533	**OR** Statistics	MAT 2323
Fine Arts Elective	3	Marriage & Family	SOC 2143
Intro/Sociology	SOC 2113	Literature Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	16 hrs.	Total	16 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

Students must complete all admission requirements before transferring. All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admission requirements. Students should start the applicaiton process early in their sophomore year.

Pre-Pharmacy

First Year

First Semester

English
Composition I ..... ENG 1113
Gen. Chemistry I ..... CHE 1213
General Chemistry
Laboratory I ..... CHE 1211
Calculus I ..... MAT 1613
General Biology I ..... BIO 1134
Trigonometry ..... MAT 1323
Total 17 hrs.

Second Semester

English
Composition II ..... ENG 1123
Gen. Chemistry II ..... CHE 1223
General Chemistry
Laboratory II ..... CHE 1221
Social/Behavioral Science 3
General Biology II ..... BIO 1144
Fine Arts Elective 3
Total 17 hrs.

Second Year

First Semester

Organic
Chemistry I ..... CHE 2424
Gen. Physics I ..... PHY 2414
Micro Economics..... ECO 2123
Public Speaking ..... SPT 1113
Humanities Elective 3
Total 17 hrs.

Second Semester

Organic
Chemistry II ..... CHE 2434
Gen. Physics II ..... PHY 2424
Statistics ..... MAT 2323
Social/Behavioral Science 3
Humanities Elective 3
Total 17 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

University of Mississippi School of Pharmacy has indicated On-Line Courses and Correspondence Courses are not accepted for their program's required courses.

Pre-Veterinary

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
General Chemistry Laboratory I	CHE 1211	General Chemistry Laboratory II	CHE 1221
College Algebra	MAT 1313	Trigonometry	MAT 1323
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
Social/Behav Science	3	Social/Behav Science	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Gen. Physics I	PHY 2414	Gen. Physics II	PHY 2424
Humanities Elective	3	Humanities Elective	3
Public Speaking	SPT 1113	Microbiology	BIO 2924
Fine Arts Elective	3		
Total	17 hrs.	Total	15 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

Pre-Veterinary Medical Technology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Biology I	BIO 1134	General Biology II	BIO 1144
Elective	3	Public Speaking	SPT 1113
College Algebra	MAT 1313	Trigonometry	MAT 1323
Social/Behavioral Elective	3	Social/Behavioral Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Gen.Chemistry I	CHE 1213	Gen.Chemistry II	CHE 1223
Gen.Chemistry Lab I	CHE 1211	GenChemistry Lab II	CHE 1221
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3	Microbiology	BIO 2924
Elective	3	Elective	3
Elective	3		
Total	16 hrs.	Total	14 hrs.

Consult with your chosen transfer university to determine changes in this curriculum.

Psychology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Gen Psychology	PSY 1513	Social/Behavioral Elective	3
College Algebra	MAT 1313	Physical Science w/Lab	4
Computer App I	CSC 1123	Literature Elective	3
*Foreign Language	3	*Foreign Language	3
Total	15 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Literature Elective (Continuous)	3	Literature Elective (Continuous)	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Public Speaking	SPT 1113	*Elective	3
General Biology I	BIO 1134	*Elective	3
*Foreign Language	3	Fine Arts Elective	3
Total	16 hrs.	Total	15 hrs.

*Consult with your chosen transfer university or college to determine modification of this curriculum.

Social Work/Sociology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Intro/Sociology	SOC 2113	**Social/Behavioral Elective	3
Fine Arts Elective	3	Intro/Philosophy	PHI 2113
College Algebra	MAT 1313	*Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
*Natural Science w/lab	4	*Natural Science w/lab	4
*Foreign Language	3	*Foreign Language	3
Public Speaking	SPT 1113	**Social/Behavioral Elective	3
Literature Elective	3	Literature Elective	3
Social Problems	SOC 2133	**Social/Behavioral Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer university to determine changes in this curriculum.

**Suggested Social/Behavioral Science Electives:

Macro Economics	ECO 2113
Micro Economics	ECO 2123
Marriage & Family	SOC 2143
American National Government	PSC 1113
General Psychology	PSY 1513
Social Work: A Helping Profession	SWK 1113

Secondary Education
Biology/Science Majors

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Gen. Chemistry I	CHE 1213	Gen. Chemistry II	CHE 1223
Gen. Chemistry Laboratory I	CHE 1211	Gen. Chemistry Laboratory II	CHE 1221
Zoology I	BIO 2414	Zoology II	BIO 2424
OR Gen Bio I	BIO 1134	**OR** Gen Bio II	BIO 1144
		Public Speaking	SPT 1113
Total	14 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	*Elective	3
Pers/Comm Health	HPR 1213	Social/Behavioral Elective	3
History Elective	3	Microbiology	BIO 2924
Gen Psychology I	PSY 1513	*Elective	3
Gen. Physics I	PHY 2414	Fine Arts Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer university to determine changes to this curriculum.

*Students should plan to take the **Praxis I** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Chemistry/Physical Science

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Public Speaking	SPT 1113
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
*Elective	3	Trigonometry	MAT 1323
Fine Arts Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	History Elective	3
*Elective	3	Social/Behavioral Elective	3
Organic Chem I	CHE 2424	Organic Chem II	CHE 2434
Gen Physics I	PHY 2414	Gen Physics II	PHY 2424
Social/Behavioral Elective	3		
Total	17 hrs.	Total	14 hrs.

*Consult with your chosen transfer university to determine changes to this curriculum.

*Students should plan to take the **Praxis I** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
English

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Elective	3	*Elective	3
Fine Arts Elective	3	Social/Behavioral Elective	3
College Algebra	MAT 1313	Public Speaking	SPT 1113
Gen Psychology I	PSY 1513	Literature Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Literature Elective	3
Literature Elective	3	*Elective	3
Biological Science w/lab	4	Physical Science w/lab	4
History Elective	3	History Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer university to determine changes to this curriculum.

*Students should plan to take the **Praxis I** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Mathematics

First Year

First Semester

Eng.Comp I.....ENG 1113
**Calculus I .....MAT 1613
History Elective (Continuous) ... 3
Fine Arts Elective 3
*Natural Science w/Lab 4
Total 16 hrs.

Second Semester

Eng. Comp II..... ENG 1123
Calculus II .....MAT 1623
History Elective (Continuous) ... 3
Computer Program I ... CSC 1613
*Natural Science w/Lab 4
Total 16 hrs.

Second Year

First Semester

Calculus III.....MAT 2613
Gen. Psychology ..... PSY 1513
Literature Elective 3
*History Elective (Continuous) .. 3
*Natural Science w/Lab..... 4
Total 16 hrs.

Second Semester

Calculus IV .....MAT 2623
Intro/Sociology .....SOC 2113
Literature Elective 3
Elective 3
Elective 3
Total 15 hrs.

*Consult with your chosen transfer university or college to determine modification of this curriculum.

*Students should plan to take the **Praxis I** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

**Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

Secondary Education
Music — Instrument Majors

First Year

First Semester		Second Semester	
Eng Comp I	ENG 1113	Eng Comp II	ENG 1123
*Music Theory I	MUS 1214	*Music Theory II	MUS 1224
College Algebra	MAT 1313	Social/Behavioral Science	3
*Major Instrument I	2	*Major Instrument II	2
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Band I	MUO 1111	Band II	MUO 1121
Gen.Psychology	PSY 1513	Music Survey	MUS 1123
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Western Civ I	HIS 1113	Western Civ II	HIS 1123
OR World Civ I	HIS 1163	**OR** World Civ II	HIS 1173
World Literature I	ENG 2423	Public Speaking	SPT 1113
OR World Lit II	ENG 2433		
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Major Instrument III	2	*Major Instrument IV	2
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Band III	MUO 2111	Band IV	MUO 2121
Natural Science w/Lab	4	Natural Science w/Lab	4
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	19 hrs.	Total	19 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

*Students should plan to take the **Praxis I** (Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Music — Piano Majors

First Year

First Semester		Second Semester	
Eng Comp I	ENG 1113	Eng Comp II	ENG 1123
*Music Theory I	MUS 1214	*Music Theory II	MUS 1224
College Algebra	MAT 1313	Social/ Behavioral Science	3
*Piano/Mus Ed Maj I	MUA 1572	*Piano/Mus Ed Maj II	MUA 1582
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Gen Psychology	PSY 1513	Music Survey	MUS 1123
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	19 hrs.	Total	19 hrs.

Second Year

First Semester		Second Semester	
Western Civ I	HIS 1113	Western Civ II	HIS 1123
OR World Civ I	HIS 1163	**OR** World Civ II	HIS 1173
World Literature I	ENG 2423	Public Speaking	SPT 1113
OR World Lit II	ENG 2433		
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Piano/Mus Ed Maj III	MUA 2572	*Piano/Mus Ed Maj IV	MUA 2582
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Choir III	MUO 2211	Choir IV	MUO 2221
Natural Science w/Lab	4	Natural Science w/Lab	4
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	19 hrs.	Total	19 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Students should plan to take the ***Praxis I*** *(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Music — Voice Majors

First Year

First Semester		Second Semester	
Eng. Comp I	ENG 1113	Eng. Comp II	ENG 1123
*Music Theory I	MUS 1214	*Music Theory II	MUS 1224
College Algebra	MAT 1313	Social/Behavioral Science	3
*Voice/Mus Ed Maj	MUA 1772	*Voice/Mus Ed Maj II	MUA 1782
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Gen Psychology	PSY 1513	Music Survey	MUS 1123
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Western Civ I	HIS 1113	Western Civ II	HIS 1123
OR World Civ I	HIS 1163	**OR** World Civ II	HIS 1173
World Literature I	ENG 2423	Public Speaking	SPT 1113
OR World Lit II	ENG 2433		
*Music Theory III	MUS 2214	*Music Theory IV	MUS 2224
*Voice/Mus Ed Maj III	MUA 1772	*Voice/Mus Ed Maj IV	MUA 2782
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Choir III	MUO 2212	Choir IV	MUO 2222
Natural Science w/Lab	4	Natural Sciencew/Lab	4
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	19 hrs.	Total	19 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Students should plan to take the ***Praxis II****(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Physical Education

First Year

First Semester		Second Semester	
Eng. Comp I	ENG 1113	Eng. Comp II	ENG 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
Per & Comm Health	HPR 1213	Health.PE,& Rec	HPR 1213
Gen Psychology	PSY 1513	*Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
General Biology I	BIO 1134	General Biology II	BIO 1144
Intro/Sociology	SOC 2113	Fine Arts Elective	3
First Aid & CPR	HPR 2213	Literature Elective	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult your chosen transfer college to determine changes to this curriculum.

Students should plan to take the **Praxis I** *(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

If students are interested in pursuing supplemental endorsements in their Mississippi Teacher Licenses, it would be wise to pick up any elective hours in a common subject area such as Biology, Mathematics, Social Studies, etc. Check your college transfer catalog for other HPR courses that will transfer.

Secondary Education
Physics

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Calculus II	MAT 1623
Gen Chemistry I	CHE 1213	Gen Chemistry II	CHE 1223
Gen Chemistry Laboratory I	CHE 1211	Gen Chemistry Laboratory II	CHE 1221
*Elective	3	Public Speaking	SPT 1113
Fine Arts Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Gen Physics I-A	PHY 2514	Gen Physics II-A	PHY 2524
Gen Psychology	PSY 1513	Social/Behavioral Science	3
Literature Elective	3	History Elective	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer university to determine changes to this curriculum.

Some students may need to take MAT 1313 (College Algebra) and MAT 1323 (Trigonometry) (if placement score requires) prior to enrolling in MAT 1613 (Calculus I). These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

Students should plan to take the ***Praxis I*** *(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

*Choose from the following electives: MAT 2613-Calculus III, MAT 2623-Calculus IV, PHY 1114-Astronomy, MAT 2113-Linear Algebra, EGR 2413-Engineering Mechanics I, Biology Elective for Majors, History Elective.

Secondary Education
Social Studies

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
World Geography	GEO 1113	Public Speaking	SPT 1113
Intro/Sociology	SOC 2113	Gen Psychology	PSY 1513
College Algebra	MAT 1313	Fine Arts Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Literature Elective	3	Literature Elective	3
Physical Science w/Lab	4	Biological Science w/lab	4
American History I	HIS 2213	American History II	HIS 2223
Macro Economics	ECO 2113	Amer Nat Govt	PSC 1113
Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

Consult your transfer college to determine changes to this curriculum.

Students should plan to take the ***Praxis I*** *(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

Secondary Education
Technology Teacher Education

First Year

First Semester

English
Composition I ..... ENG 1113
Graphic
Communications I .. GRA 1143
Humanities Elective.....3
College Algebra ..... MAT 1313
Fine Arts Elective 3
Total 15 hrs.

Second Semester

English
Composition II ..... ENG 1123
Graphic
Communications II . GRA 1153
Public Speaking ..... SPT 1113
Humanities Elective 3
**Mathematics Elective 3
Total 15 hrs.

Second Year

First Semester

Wood Working I ..... IED 1213
Macro Economics ECO 2113
Accounting I..... ACC 1213
Basic Elec/Elec ..... IED 1813
*Natural Science w/Lab..... 4
Total 16 hrs.

Second Semester

Forging & Welding ..... IED 2323
Amer State/Local Gov PSC 1123
Legan Envir/Bus ..... BAD 2413
***Computer Science 3
*Natural Science w/Lab.....4
Total 16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.

Consult with your chosen transfer university or college to determine modification of this curriculum.

*BIO 1134 (General Biology I for Majors), BIO 1144 (General Biology II for Majors), BIO 1314 (Botany I), BIO 2414 (Zoology I), CHE 1213 & 1211 (General Chemistry I w/Lab), CHE 1223 & 1221 (General Chemistry II w/Lab), PHY 2414 (General Physics I), or PHY 2424 (General Physics II).

**MAT 1323 (Trigonometry) or MAT 1333 (Finite Mathematics & Introduction to Calculus).

***CSC 1123 (Computer Applications I) or CSC 1613 (Computer Programming I)

Students should plan to take the ***Praxis I*** *(Pre-professional Skills Test) the first semester of their sophomore year or early in the second semester. Students must have met the minimum required score on the Praxis I before they will be accepted in an education program at a senior college. Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.*

ASSOCIATE DEGREE NURSING PROGRAM

GRENADA & RIDGELAND

GENERIC DAY TRACK

First Summer

Anatomy & Physiology I & II ..... BIO 2514, 2524
Total 8 hrs.

First Year

First Semester

English Composition I ..... ENG 1113
Gen.Psychology I ..... PSY 1513
Nursing I ..... NUR 1119
Nutrition ..... BIO 1613
Total 18 hrs.

Second Semester

Humanities **OR** Fine Arts Elective 3
Public Speaking ..... SPT 1113
Human Growth/Dev .... EPY 2533
Nursing II ..... NUR 1229
Total 18 hrs.

Second Summer

*Microbiology ..... BIO 2924

Second Year

First Semester

Pharmacology ..... NUR 2123
Nursing III ..... NUR 2119
Total 12 hrs.

Second Semester

Nursing IV ..... NUR 2239
Management of Nursing Care ..... NUR 2243
Total 12 hrs.

*May substitute CHE 1114 - Intro to Chemistry

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College unless written permission is granted by the Director of the Associate Degree Nursing Program.

GENERIC EVENING/WEEKEND TRACK

Anatomy & Physiology I & II ..... BIO 2514, 2524
Total 8 hrs.

A& P I & II must be completed prior to admission to the ADN Program

First Year

Spring Semester

English
Composition I ..... ENG 1113
Gen.Psychology I ..... PSY 1513
Nursing I ..... NUR 1119
Nutrition ..... BIO 1613
Total 18 hrs.

First Summer

*Microbiology ..... BIO 2924
Total 4 hrs.

Second Year

Fall Semester

Humanities/Fine Arts Elec. 3
Public Speaking ..... SPT 1113
Human Growth/Dev .... EPY 2533
Nursing II ..... NUR 1229
Total 18 hrs.

Spring Semester

Nursing III ..... NUR 2119
Pharmacology ..... NUR 2123
Total 12 hrs.

Second Summer (Optional)
Nursing Externship..... NUR 1413

Fall Semester
Nursing IV.....NUR 2239
Manage/Nursing Care..NUR 2243
Total 12 hrs.

*May substitute CHE 1114 - Intro to Chemistry

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and the Academic Dean. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College unless written permission is granted by the Director of the Associate Degree Nursing Program.

Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi** (or other state) **Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi. The ADN Program also provides for Advanced Placement of LPN's in this program.**

Associate Degree Program Options
(Accelerated Programs for LPN)

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Option One - 12 Month Program

Prerequisites: Students are required to have all academic core courses required in the two-year ADN curriculum. They are BIO 2514 & BIO 2524, BIO 2924 **OR** CHE 1114, ENG 1113, Humanities/Fine Arts Elective, EPY 2533, PSY 1513, BIO 1613, & SPT 1113 and evidence of 500 hours of work as an LPN on a hospital medical/surgical unit.

Summer Term

Nursing Trans I ..... NUR 1316

Total 6 hrs.

Nursing Trans II ..... NUR 1326

Total 6 hrs.

First Year

First Semester

Nursing III ..... NUR 2119
Pharmacology ..... NUR 2123
Total 12 hrs.

Second Semester

Nursing IV ..... NUR 2239
Management of Nursing Care ..... NUR 2243
Total 12 hrs.

Total Program - 66 hours

Option Two - Four Semester Program

First Summer

Human Anatomy & Physiology I & II ..... BIO 2514 & BIO 2524

First Year

Nursing
Theory I ..... NUR 1116
General
Psychology ..... PSY 1513
English
Composition I ..... ENG 1113
Nutrition ..... BIO 1613
Total 15 hrs.

Nursing
Theory II ..... NUR 1226
Public Speaking ..... SPT 1113
Human Growth &
Development ..... EPY 2533
Humanities/
Fine Arts Elective 3
Total 15 hrs.

Second Summer

**Microbiology ..... BIO 2924

Second Year

First Semester

Nursing III ..... NUR 2119
Pharmacology ..... NUR 2123
Total 12 hrs.

Second Semester

Nursing IV ..... NUR 2239
Management of
Nursing Care ..... NUR 2243
Total 12 hrs.

Total Program - 66 hrs.

**May substitute CHE 1114 - Intro to Chemistry

ASSOCIATE DEGREE NURSING MISSION STATEMENT

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:
1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by commitment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and nontraditional students while promoting excellence in all areas of nursing.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The Associate Degree Nursing Program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accrediting Commission. The National League of Nursing Accrediting Commission can be contacted at 3343 Peachtree Road, Suite 850, Atlanta, GA 30326, Phone: 404-975-5000, Fax: 404-975-5020 for specific program information.

Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses with at least a grade of 'C' before beginning nursing classes.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after.

The applicant must have an 18 or higher composite on the ACT with an 18 Reading subscore; a 17 Math subscore or have passed a 3-hour College Algebra or higher math course. For ACT scores before 10/28/89, please see the ACT Concordance Table under Academic Policies and Regulations in the HCC Bulletin. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enroll-

ment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify for them. Preference is still given, however, according to their position on the point system.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system.

Selection is academically competitive based on the following categories: ACT, plus college hours and college GPA from a regionally accredited school.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their GPA.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon acceptance, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants must also be CPR certified, and pass a criminal background check.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within a designated period of time indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree nursing student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

Those applicants with the highest scores will be accepted.

Progression Statement

The very nature of the profession of nursing requires that one be able to master the theoretical as well as the clinical components of the curriculum. In view of the fact that individuals providing nursing care may advewrsely affect the maintenance and quality of human life, the nursing faculty have established a progression policy. The progression policy is in each nursing syllabus and the nursing student handbook. A summary of the progression policy is as follows:

Students must successfully complete all required conponents as designated in each nursing course. The student may refer to each syllabus for details. Attendance at clinical is mandatory for pregression. The faulcty for each course will have a statement in each syllabus regarding attendance at clinical and at what point a student will be sut out due to clinical absences.

Students must make a "C" or better in all required nursing courses, science courses and nuttrition. Nursing students must maintain an overall 2.0 GPA or above on all non-science, non-nursing courses to remain in the prescribed curriculum.. T student making a "D" or lower in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for re-admission to the Holmes Community College Associate Degree Nursing Program if they wish to return.

Associate Degree Nursing Grading Scale

A	93-100
B	85- 92
C	80 -84
D	69 - 79
F	Below 69

TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree. All technical programs operate under program-specific technical standards.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automated Systems Technology		X	
Automotive Technology	X		
Business & Office Technology:			
Accounting Technology	X	X	X
Billing & Coding Technology	X	X	X
Medical Office Technology	X	X	X
Office Systems Technology	X	X	X
Computer Information Systems Technology			
Computer Networking Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X
Collision Repair Technology	X		
Conservation Law Enforcement Technology		X	
Electronics Technology		X	
Emergency Medical Technology/Basic	Attala Ed.	X	X
Emergency Medical Technology/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X	X	X
Construction Engineering Technology	X	X	X
Drafting & Design Technology	X	X	X
Geographical Information Systems		X	
Industrial Engineering Technology	X	X	X
Industrial Technology	X	X	X
Forest Technology		X	
Funeral Service Technology			X
Heating/Vent/AC/Refrig Technology	X		
Industrial Maintenance Mechanics			X
Occupational Therapy Assistant			X
Paralegal Technology			X
Precision Machining Technology		X	
Surgical Technology		X	

Work-Based Learning is available to students enrolled in career/ technical programs.

TECHNOLOGY PREPARATION (Tech Prep): The Tech Prep program of study combines a minimum of 2 years of secondary career technical education with a minimum of 2 years of postsecondary career technical education in an articulated, sequential course of study.

Tech Prep:

- Integrates academic and career/technical instruction
- Provides preparation for a career/technical field, including high skill, high wage, and high demand occupations
- Leads to technical skills proficiency, an industry-recognized credential, a certificate, or a degree in a specific career/technical field

A postsecondary education Tech Prep student is a student who has completed the secondary education component of a tech prep program of study and has enrolled in the postsecondary education component of a tech prep program of study.
This student may also be eligible for Tech Prep Articulated Credit (see Articulation for Career Technical Students).

ARTICULATION FOR CAREER-TECHNICAL STUDENTS

Career/Technical students may receive college credit through statewide articulation agreements. To be eligible, students must complete the articulated secondary vocational program and score 80% or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study. To be awarded the credit, students must complete an application for articulated credit at Holmes; enroll at Holmes within 18 months of high school graduation; and successfully complete twelve (12) non-developmental career/technical or academic credit hours in the corresponding articulated postsecondary Career/Technical program of study. The hours will be transcripted only after successful completion of twelve non-developmental hours. No grades will be assigned for the courses, resulting in no change in quality points. There will be no costs assessed on hours earned through articulated credit. Students interested in pursuing articulated credit should contact the Tech Prep Coordinator at Holmes Community College at 662-472-9088.

WORK-BASED LEARNING PROGRAM DESCRIPTION: Work-Based Learning is a program that offers supervised work experience for Career/Technical majors. The curriculum blends academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester and summer session. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student advisor and the WBL Coordinator.

Automated Systems Technology (Grenada Center)

First Year

First Semester		Second Semester	
DC Circuits	EET 1114	AC Circuits	EET 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
		Fluid Power	INT 1214
Power Machinery I	MST 1114	English Comp I	ENG 1113
Graphic Comm.	ENT 1114	Motor Control Sys	ELT 1413
Principles of CAD	ENT 1313		
Total	18 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Comp Numerical	ENT 2364	Quality Assur	ENT 2263
Controls System	INT 2114	Advanced PLC	ELT 2623
PLC	ELT 2613	PHY 2244 or 2254	4
Social/ Behavioral Science	3	Welding & Forging	ENT 2323
Facility Planning	DDT 2273	*Approved Tech Elective	3
		Humanities/Fine Arts	3
Total	17 hrs.	Total	19 hrs.

Automated Systems Technology is a technical instructional program that prepares individuals to work in a variety of roles including, but not limited to, industrial maintenance and engineering support positions.Students receive instruction in maintaining and troubleshooting electrical, automation, and mechanical systems; instruction in continuous improvement methods including quality systems, facility layout, workstation design, and lean manufacturing techniques; and instruction in the operation of basic machine tool equipment, computer numerical controlled equipment, welding equipment, and metal fabrication.

Students must take a minimum of twelve semester hours of management and/or technical course work in the Automated Systems Technology curriculum from Holmes Community College.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Automated Systems Technology.

*Approved Electives: ELT 1213, ENT 1123, ENT 1323, ENT 2443, MFT 291(1-3), MST 1124, MST 2813, ROT 1613, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Automotive Technology

(Goodman Campus)

First Year

First Semester

Basic Electrical/ Electronic Sys	ATT 1124
Safety & Employ Skill	ATT 1811
Brakes	ATT 1213
Manual Drive Trans/Transaxles	ATT 1314
*English Comp I	ENG 1113
Total	15 hrs.

Second Semester

Engine Repair	ATT 1715
Advanced Electrical/ Electronic Sys	ATT 1134
Engine Performance I	ATT 1424
*College Algebra	**MAT 1313
Total	16 hrs.

Second Year

First Semester

Steering&Suspension	ATT 2334
Heating/Air Cond.	ATT 2614
Engine Performance II	ATT 2434
*Humanities/Fine Arts	3
*Computer Literacy	3
Total	18 hrs.

Second Semester

Special Problems/ Auto Tech	ATT 2913
Auto Trans/Transaxels	ATT 2325
Engine Performance III	ATT 2444
*Public Speaking	SPT 1113
*Social/Behavior Science.	3
Total	18 hrs.

PROGRAM DESCRIPTION: **Automotive Technology** is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

*Students seeking a certificate only are not required to take this course

**MAT 1233 or BOT 1313 & Natural Science with lab may be substituted.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Business & Office Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 66 to 72 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Billing & CodingTechnology	X	X	X
Medical Office Technology	X	X	X
Office Systems Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the integration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

Business & Office Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business & Office Technology curriculum. **Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate.**

Accounting Technology prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance.

Billing & Coding Technology is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, ICD coding, CPT coding, billing & reimbursement, transcription, and computer software.

Medical Office Technology is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription coding, and computer software applications.

Office Systems Technology provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

Business & Office Technology

Accounting Technology

First Year

First Semester

Business Accounting	BOT 1433
Microcomputer App	BOT 1133
Document Formatting & Production	BOT 1113
Applied Business Mathematics	BOT 1313
Mechanics of Communication	BOT 1713
Personal & Professional Development	BOT 1213
Total	18 hrs.

Second Semester

English Composition I	ENG 1113
Word Processing	BOT 1143
Humanities/ Fine Arts Elective	3
Advanced Business Accting	BOT 1443
Electronic Spreadsheet	BOT 1813
Computerized Accounting	BOT 2413
Total	18 hrs.

Second Year

First Semester

Principles of Accounting I	ACC 1213
Desktop Publishing	BOT 2133
*College Algebra	MAT 1313
Database Management	BOT 2323
Public Speaking	SPT 1113
Total	15 hrs..

Second Semester

Integrated Computer Applications	BOT 2833
Business Comm.	BOT 2813
Principles of Accounting II	ACC 1223
Payroll Accounting	BOT 2463
Economics I	ECO 2113
OR Social/Behavioral Science Elective	3
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 - Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Business & Office Technology

Health-Care Data Technology
Billing & Coding Technology

First Year

First Semester

Mechanics of Communication	BOT 1713
Business Accounting	BOT 1433
OR Prin of Acc. I	ACC 1213
Applied Business Math	BOT 1313
Document Formatting & Production	BOT 1113
Microcomputer Applications	BOT 1133
Medical Office Terminology I	BOT 1613
Total	18 hrs.

Second Semester

Word Processing	BOT 1143
Medical Office Concepts	BOT 2743
Medical Office Terminology II	BOT 1623
Records Management	BOT 1413
Computerized Accounting	BOT 2413
English Composition I	ENG 1113
Total	18 hrs

Second Year

First Semester

**Transcription Elec	3
Medical Information Manage	BOT 2753
ICD Coding	BOT 2653
*College Algebra	MAT 1313
Humanities/ Fine Arts Elective	3
CPT Coding	BOT 2643
Total	18 hrs.

Second Semester

**Transcription Elec	3
Social/Behavioral Science Elective	3
Public Speaking	SPT 1113
Bus Communication	BOT 2813
Medical Insurance Billing	BOT 2673
Adv. Coding	BOT 2663
Total	18 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 - Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.
**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Health-Care Data Technology
Medical OfficeTechnology

First Year

First Semester

Business
Accounting ..... BOT 1433
OR Principles of
Accounting I ..... ACC 1213
Medical Officel
Terminology I ..... BOT 1613
Applied Business
Math ..... BOT 1313
Mechanics of
Communication ..... BOT 1713
Document Formatting &
Production ..... BOT 1113
Microcomputer
Applications ..... BOT 1133
Total 18 hrs.

Second Semester

Medical Office
Concepts ..... BOT 2743
Word
Processing ..... BOT 1143
Keyboard
Skillbuilding ..... BOT 1123
Medical Office
Terminology II ..... BOT 1623
Records
Management ..... BOT 1413
Computerized
Accounting ..... BOT 2413
Total 18 hrs.

Second Year

First Semester

Communication
Technology ..... BOT 2823
English Comp I.....ENG 1113
ICD Coding ..... BOT 2653
**Transcription
Elective 3
Medical Infomation
Management ..... BOT 2753
CPT Coding.....BOT 2643
Total 18 hrs.

Second Semester

Social/Behavioral
Science Elective 3
Public Speaking ..... SPT 1113
Business
Communication ..... BOT 2813
*College
Algebra .....MAT 1313
**Transcription Elec 3
Humanities/Fine Arts..... 3
Total 18 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Office Systems Technology

First Year

First Semester		Second Semester	
Business Accounting	BOT 1433	Electronic Spreadsheet	BOT 1813
OR Principles of Accounting I	ACC 1213	Keyboard Skillbuilding	BOT 1123
Document Formatting & Production	BOT 1113	Word Processing	BOT 1143
Microcomputer Applications	BOT 1133	English Composition I	ENG 1113
Applied Business Math	BOT 1313	Records Management	BOT 1413
Mechanics of Communication	BOT 1713	Computerized Accounting	BOT 2413
Personal & Prof Dev	BOT 1213		
Total	18 hrs.	Total	18 hrs.

One-Year Certificate can be earned at this point.

Second Year

First Semester		Second Semester	
Communication Technology	BOT 2823	Business Communication	BOT 2813
Desktop Publishing	BOT 2133	Humanities/Fine Arts Elective	3
Machine Transcription	BOT 1513	Administrative Office Procedures	BOT 2723
Public Speaking	SPT 1113	Integrated Computer Applications	BOT 2833
*College Algebra	MAT 1313	Social/Behavioral Science Elective	3
Database Management	BOT 2323		
Total	18 hrs.	Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Information SystemsTechnology
Computer Networking Technology
(Ridgeland Campus)
First Year

First Semester

English Composition I	ENG 1113
Operating Platforms	CPT 1333
Client Installation & Configuration	IST 1213
Fundamentals of Data Communication	IST 1134
Web & Program Con.	IST 1154
Total	17 hrs.

Second Semester

Humanities/ Fine Arts Elective	3
College Algebra	MAT 1313
Network Admin Using Microsoft Windows Serv	IST 1244
Network Components	IST 1223
System Maintenance	CNT 2423
Total	16 hrs.

One-Year Certificate can be earned at this point.

Second Year

First Semester

Security Principles & Policies	IST 1143
Network Admin Using Linux	IST 1254
Visual BASIC	IST 1314
Concepts/Database	IST 1163
Network Planning & Design	IST 2224
Total	18 hrs.

Second Semester

Public Speaking	SPT 1113
*Programming Elective	4
Special Problems/ Information Systems Technology	IST 2923
Network Implementation	IST 2234
Social/Behavioral Elec.	3
Total	17 hrs.

Computer Network Support Technology (LAN) is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful comple- tion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

* Programming electives should be chosen from the following list:

Java Programming Language	IST 1714
C Programming Language	IST 2374
Advanced C Programming	IST 2384
Advanced Visual BASIC Programming	IST 2334
Script Programming Language	IST 2324

Information SystemsTechnology
Computer Programming Technology
(Grenada Center)
First Year

First Semester		Second Semester	
Personal & Professional Development	BOT 1213		
OR Bus.Comm	BOT 2813		
OR Bus Comm	BAD 2813		
*College Algebra	MAT 1313	Survey/Micro Appl	CPT 1323
** Programming Elec.	4	**OR** Micro Appl.	BOT 1133
Web & Programming Concepts	IST 1154	**OR** Micro/Appl	CSC 1123
English Comp I	ENG 1113	Security Principles & Policies	IST 1143
		Humanities/Fine Arts	3
		**Programming Elec	4
		***Elective	3
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Database Design	IST 1163	Public Speaking	SPT 1113
OR Database Mgnt	BOT 2323	Social/Behavioral Elec	3
IT Foundations	IST 1124	**Programming Language Elective	4
Fundamentals Data Commun	IST 1134	**Programming Elective	4
***Elective	3	Systems Analysis & Design	IST 2314
**Programming Language Elective	4		
Total	18 hrs.	Total	18 hrs.

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science with lab may be substituted.

**Programming Language Electives:

C++ Programming Language	IST 2374
RPG Programming Language	IST 1324
COBOL Programming Language	IST 1334
Java Programming language	IST 1714
Visual BASIC Programming Language	IST 1314
Advanced Lisual BASIC Programming	IST 2334
Script Programming Language	IST 2324

***Programming Language Elective, Work-Based Learning in CIS Tech, or other approved related technical or academic course.

Information SystemsTechnology
Software Engineering Technology
(Ridgeland Campus)
First Year

First Semester

Fundamentals/ Data Comm	IST 1134
Visual BASIC	IST 1314
Operating Platforms	CPT 1333
College Algebra	MAT 1313
Web/Prog Concepts	IST 1154
Total	18 hrs.

Second Semester

Social/Behavioral Science Elective	3
Network Administration/ Microsoft Windows	IST 1244
Adv.Visual BASIC	IST 2334
System Maintenance	CNT 2423
Network Components	IST 1223
Total	17 hrs.

Second Year

First Semester

Script Programming	IST 2324
Client Installation & Configuration	IST 1213
Con/Database Design	IST 1163
Security Principles & Policies	IST 1143
*Programming Elective	4
Total	17hrs.

Second Semester

Public Speaking	SPT 1113
Flash Game Prog	IST 2414
Systems Analysis & Design	IST 2314
English Comp I.	ENG 1113
Humanities/Fine Arts	3
Special Problem/Info Systems Tech	IST 2922
Total	19 hrs.

Software Engineering Technology is a two-year program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended.

*Programming Electives:

Java Programming Language	IST 1714
C Programming Language	IST 2374
Advanced C Programming	IST 2384

Collision Repair Technology
(Goodman Campus)
First Year

First Semester

Structural Analysis & Damage Repair I ..... ABT 1143
Non-Structural Analys & Damage Repair I ..... ABT 1223
Refinishing I ..... ABT 1314
Mechanical & Electrical Components I ..... ABT 1443
*English Composition I ..... ENG 1113
Total 16 hrs.

Second Semester

Structural Analysis & Damage Repair II ..... ABT 1153
Non-Structural Analys & Damage Repair II ..... ABT 1233
Refinishing II ..... ABT 1323
Mechanical & Electrical Components II ..... ABT 1453
*College Algebra ..... **MAT 1313
Total 15 hrs.

Second Year

First Semester

Structural Analysis & Damage ... Repair III..... ABT 2163
Non-Structural Analys & Damage Repair III ..... ABT 2243
Refinishing III ..... ABT 2333
Special Problem in Collision Repair Tech ..... ABT 2913
*Social/Behavior Science..... 3
*Computer Literacy 3
Total 16 hrs.

Second Semester

Structural Analysis & Damage Repair IV ..... ABT 2173
Non-Structural Analys & Damage Repair IV ..... ABT 2253
Refinishing IV ..... ABT 2343
Supervised Work Experience/ Collision Repair ..... ABT 2923
*Public Speaking..... SPT 1113
*Hum/Fine Arts 3
Total 18 hrs.

*AAS required courses

**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

PROGRAM DESCRIPTION: **Collision Repair Technology** is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.

Conservation Law Enforcement Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Botany I	BIO 1314	Forest Protection	FOT 1314
OR App Natural Sci w/Lab	4	Silviculture I	FOT 2614
English Composition I	ENG 1113	Criminology	CRJ 1383
App. Dendrology	FOT 1714	Social/Behavioral Science Elective	3
Intro/Criminal Justice	CRJ 1313	**College Algebra	MAT 1313
Forest Surveying	FOT 2124		
Total	18 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Hum/Fine Arts	3
Apps GIS/GPS	FOT 2214	Applied Soil Conservation	AGT 1714
Public Speaking	SPT 1113	Law Enforce & Juvenile	CRJ 2513
Internship for Specialization	FOT 2923	Silviculture II	FOT 2624
OR		Criminal Invest I	CRJ 2333
Work-Based Learning	WBL 1913	Total	17 hrs.
Total	13 hrs.		

*For those students wishing to continue to MSU, BIO 1314, and BIO 2414 will be needed.

**BOT 1313 or MAT 1233 & an additional natural science with lab may be substituted.

PROGRAM DESCRIPTION: Conservation Law Enforcement Technology is a two-year program of study that prepares the graduate for entry-level employment as a Conservation Law Enforcement Officer (game warden) in the state of Mississippi. The program blends technical courses in forestry and academic courses in criminal justice with other academic courses, including the core. The Associate of Applied Science degree is earned upon successful completion of the program.

Electronics Technology

(Grenada Center)

First Year

First Semester

Digital Electronics	EET 1214
D.C. Circuits	EET 1114
College Algebra	MAT 1313
*Technical Elective	3
Computer Related Elective	3
Total	17 hrs.

Second Semester

Solid State Devices	EET 1334
A.C. Circuits	EET 1123
*Technical Elective	3
Motor Control Sys	ELT 1413
English Comp I	ENG 1113
Total	16 hrs.

Second Year

First Semester

Linear Integrated Circuits	EET 2334
Humanities/ Fine Arts Elective	3
Prog Logic Cont	ELT 2613
Public Speaking	SPT 1113
*Technical Elective	3
Total	16 hrs.

Second Semester

*Technical Electives	6
Social/Behavioral Science Elective	3
Microprocessors	EET 1324
Electronic Comm.	EET 2414
Total	17 hrs.

PROGRAM DESCRIPTION: **Electronic Technology** an instructional program that prepares individuals to support the electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design & development of corrective and preventative maintenance techniques; application of engineering data; and the preparation of reports and test results.

*Approved Technical Electives :

CPT 1144, 1214, 1414, 2284, 2434
EET 2913
ELT 1213, 1123, 2623
ENT 1114, 1123, 1313, 1813, 2323
WBL 1913, 1923

Emergency Medical Technology – Paramedic
(Ridgeland & Grenada)

First Year

First Semester

Prehospital Care	EMT 1122
Human A & P II	BIO 2524
Airway Mgmt.	EMT 1315
Patient Assest.	EMT 1415
Clinical Internship I	EMT 1513
Prehospital OB/GYN.	EMT 2412
Total	21 hrs.

Second Semester

Field Internship I	EMT 2552
Prehos Pharmacology	EMT 1613
Prehos Med Care	EMT 2855
Prehos Cardiology	EMT 1825
Clinical Internship II	EMT 1523
Total	18

hrs.

Summer Semester

Prehos Pediatrics	EMT 2423
Field Internship II	EMT 2564
Team Management	EMT 2913
Special Considerations	EMT 1423
Prehos Trauma	EMT 2714
Total	17 hrs.

Students completing this first year of instruction may be eligible for the One-Year Certificate.

Second Year

First Semester

English Comp I	ENG 1113
Computer Literacy	3
Social/Behavioral Sci	3
Fine Arts/Humanities	3
Public Speaking	SPT 1113
Total	15 hrs.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Total hours for Emergency Medical Technology Program 71 hrs.

PROGRAM DESCRIPTION: **The Emergency Medical Technology - Paramedic (EMT-P)** is a post-secondary program drawing its students from EMT-Basics who hold current national registration and have successfully completed 4 credit hours of anatomy & physiology (BIO 2514 or BIO 2513 & BIO 2511 or equivalent).

This program is a minimum of three semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive a 1-year certificate or an Associate of Applied Science degree from the college and be able to sit for the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation and is accredited by the Commission of Accreditation of Emergency Medical Services Paramedic Committee (CoAEMSP). **Contact information for CoAEMSP is 1248 Harwood Rd, Bedford, TX 76021; Phone: 817-283-9403; Fax: 817-354-8519; www.coaemsp.org.**

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY

1. Must meet HCC admissions requirements
2. Must have current national registration as an EMT-Basic
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of anatomy and physiology with lab from an accredited post-secondary school (A & P I-BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must be completed with a minimum overall average of 2.0
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check.. HCC will not handle the fee for the background check.)

**Subject to* *Mississippi EMS: The Law, Rules, and Regulations.*

Holmes Community College also offers the EMT-Basic course. *The admission requirement for EMT-Basic course are the following:

1. Must meet HCC admissions requirements
2. Must be at least 18 years old.
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent.
5. The applicant must have a minimum ACT score of 16 if taken on or after October 28, 1989, or 12 if taken prior to October 28, 1989.
6. Must hold a valid CPR certification *Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

**Subject to* *Mississippi EMS: The Law, Rules, and Regulations.*

Engineering Technology

Program Description

The Engineering Technology Department offers seven areas of concentration. Each area (except the GIS One-Year Option) leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

Areas of Concentration

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Geographical Information Systems Option

Industrial Engineering Technology

Industrial Technology

Engineering Technology

Architectural Engineering Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	**App.Tech.Elec.	3
College Algebra	MAT 1313	**App.Tech.Elec.	3
Computational Methods	ENT 1123	Const.Materials	ENT 1213
Graphic Comm.	ENT 1113/GRA 1143	Public Speaking	SPT 1113
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
		Hum/Fine Arts Elective	3
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Architectural Design II	ENT 2623
*App.Rest.Elective	4	**Approved Technical Elective	3
Advanced CAD	ENT 2343	Civil Drafting	ENT 2153
Structural Drafting	ENT 2233	Cost Estimating	ENT 2243
Social/Behavioral Science Elective	3	*App.Rest.Elec	3
Total	16 hrs.	Total	15 hrs.

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

**Approved Technical Electives: ENT 1133, ENT 1153, ENT 2254, ENT 2263, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology

Construction Engineering Technology

First Year

First Semester		Second Semester	
Computational Methods	ENT 1123	Construction Materials	ENT 1213
Graphic Comm.	ENT 1113/GRA 1143	Civil Drafting	ENT 2153
English Comp I	ENG 1113	Intermediate CAD	ENT 1323
College Algebra	MAT 1313	English Comp. II	ENG 1123
Principles of CAD	ENT 1313	Trigonometry	MAT 1323
		Public Speaking	SPT 1113
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Soc/Behav Science	3
Accounting I	ACC 1213	Humanities/Fine Arts	3
Lab Science	4	*App.Tech.Elective	3
Structural Drafting	ENT 2233	Lab Science	4
Advanced CAD	ENT 2343	Cost Estimating	ENT 2243
Total	16 hrs.	Total	16 hrs.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

*Approved Technical Electives: ENT 1153, ENT 2254, ENT 2263, ENT 2323, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology

Drafting & Design Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	Const.Materials	ENT 1213
College Algebra	MAT 1313	*Approved Restricted Elective	3
Graphic Comm.	ENT 1113/GRA 1143	Intermediate CAD	ENT 1323
Computational Methods	ENT 1123	Quality Assurance	ENT 2263
Principles of CAD	ENT 1313	Technology Graphics	ENT 1133
		Humanities/ Fine Arts Elective	3
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Public Speaking	SPT 1113	**App.Tech.Elective	3
Architectural Design I	ENT 1613	Social/Behavioral Science Elective	3
**App.Tech.Elective	3	Civil Drafting	ENT 2153
Advanced CAD	ENT 2343	Cost Estimating	ENT 2243
Structural Drafting	ENT 2233	**App.Tech.Elective	3
Total	15 hrs	**App.Tech.Elective	3
		Total	18 hrs.

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology.

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

**Approved Technical Electives: EET 1114, ENT 1153, ENT 1223, ENT 1813, ENT 2254, ENT 2323, ENT 2364, ENT 2443, ENT 2623, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, IMM 1314, INT 1214, MFT 2113, MFT 2123, MST 1114, MST 1613 WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Geographical Information Systems Technology
One-Year Program
(Grenada Center)

Elementary Surveying	ENT 1413
Database Construction & Maintenance	GIT 2113
Graphics Communication	ENT 1113
Fundamentals of Geographical Information Systems	GIT 2123
Principles of CAD	ENT 1313
Total First Semester	15 hrs.

Advanced Geographical Information Systems	GIT 2263
Intermediate CAD	ENT 1323
Mapping and Topography	ENT 2423
Remote Sensing	GIT 2273
Technical electives	6
Total Second Semester	18 hrs.

Technical Electives:

Principles of Image Processing	GIT 2133
Advanced CAD	ENT 2343
Special Problem in Geographical Info Systems Tech	GIT 291(1-3)
Supervised Work Exp in Geographical Info Systems Tech	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 33 semester credit hours of required courses.

Engineering Technology

Industrial Engineering Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Graphic Comm.	ENT 1113/GRA 1143	Tech Graphics	ENT 1133
Comp Methods	ENT 1123	Humanities/F.A. Elective	3
Principles of CAD	ENT 1313	Public Speaking	SPT 1113
		Intermediate CAD	ENT 1323
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Advanced CAD	ENT 2343	Prin/Management	ENT 2443
Fine Arts Elective	3	Soc/Behav Science	3
*App.Tech.Elective	3	*App.Tech.Elective	3
*App.Tech Elective	3	Quality Assurance	ENT 2263
Lab Science	4	Lab Science	4
Total	16 hrs.	Total	16 hrs.

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

*Approved Technical Electives: ENT 1213, ENT 1153, ENT 1813, ENT 2233, ENT 2243, ENT 2254, ENT 2323, ENT 2364, ENT 291(1-3), IMM 1314, INT 1214, MFT 2113, MFT 2123, MST 1114, MST 1613
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours

Engineering Technology
Industrial Technology

First Year

First Semester		Second Semester	
English Comp I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Comp Methods	ENT 1123	Public Speaking	SPT 1113
Graphic Comm.	ENT 1113/GRA 1143	Intermed. CAD	ENT 1323
Principles of CAD	ENT 1313	*Approved Technical Elective	3
		Tech Graphics	ENT 1133
Total	15 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Hist/Artcrafts	ENT 2413/IED 2413	Social/Behavioral Science.	3
OR Fine Arts Elec	3	Humanities Elective	3
Advanced CAD.	ENT 2343	Forging & Welding	ENT 2323
Lab Science	4	Principles/ Management	ENT 2443
Basic Elec	ENT 1813		
OR DC Circuits	EET 1114		
Accounting I	ACC 1213	Lab Science	4
Total	16 hrs.	Total	16 hrs.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

*Approved Technical Electives: ENT 1153, ENT 1223, ENT 2254, ENT 2263, ENT 2364, ENT 291(1-3), IMM 1314, INT 1214, MFT 2113, MFT 2123, MST 1114, MST 1613
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Forest Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Micro Applications	CPT 1323	Forest Measurements I	FOT 1114
OR Micro Apps	BOT 1133	Silviculture I	FOT 2614
English Composition I	ENG 1113	Legal Environ/Bus	BAD 2413
App. Dendrology	FOT 1714	**OR** Prin/Accounting	ACC1213
Intro/Forestry	FOT 1813	Humanities/Fine Arts	3
Forest Surveying	FOT 2124	Botany	BIO 1314
		OR App.Natural Science	4
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
App/GIS/GPS Forest	FOT 2214	Work-Based Learn	WBL 1913
Timber Harvesting	FOT 2424	Applied Soil Conservation	AGT 1714
Public Speaking	SPT 1113	Forest Protec	FOT 1314
Social/Behavioral Science Elective	3	Intern/Specialization	FOT 2923
**College Algebra	MAT 1313	Total	14 hrs.
Total	17 hrs.		

PROGRAM DESCRIPTION: **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

Funeral Service Technology

(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Mortuary Anatomy II	FST 1123
**College Algebra	MAT 1313	Embalming II	FST 1224
Mortuary Anatomy I	FST 1113	Principles of Accounting I	ACC 1213
Embalming I	FST 1214	Restor Art/Color Cos	FST 1523
Funeral Directing	FST 1313	Clinical I	FST 1231
Med.Term I	BOT 1613	Computer Literacy	3
Total	19 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Funeral Service Ethics & Law	FST 1413	Humanities/Fine Arts Elective	3
Funeral Merch	FST 2323	Psychol. Counsel/ Funeral Service	FST 2713
Sociology	SOC 2113		
OR Psychology	PSY 1513		
Thanatochemistry	FST 2273	Pathology	FST 2633
Clinical II	FST 1241	*Comprehensive Rev	FST 2811
Microbiology	FST 2623	Public Speaking	SPT 1113
		Legal Environ/Bus	BAD 2413
Total	16 hrs.	Total	16 hrs.

Directed Elective: Work Based Learning/Funeral ServiceTech WBL191(1-3)

*Must be taken during the last semester of coursework.
**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

All Funeral Service Technology students must take the National Board Examination (NBE) prior to graduation.

PROGRAM DESCRIPTION: The **Funeral Service Technology Program** is a structured series of course experiences accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: www.abfse.org. The two-year program leads to an Associate of Applied Science degree.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public heath.

The central aim of the program is recognition of the importance of funeral service education personnel as:

- members of a human service profession,
- members of the community in which they serve,
- participants in the relationship between bereaved families and those engaged in the funeral service profession,
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice), as well as
- professionals sensitive to the responsibility for public health, safety, welfare in caring for human remains.

The objectives of the program are the following:

- to enlarge the background and knowledge of students about the funeral service profession,
- to educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession,
- to educate students concerning the responsibilities of the funeral service profession to the community at large,
- to emphasize high standards of ethical conduct,
- to provide a curriculum at the post-secondary level of instruc tion, and
- to encourage student and faculty research in the field of funeral service.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

Funeral Service Technology Continuancy & Graduation Policy

1. All Funeral Service Technology/FST courses, the accounting course (ACC 1213-Principles of Accounting I or BOT 1433-Business Accounting), the computer literacy course, and BAd 2413-Legal Environment of Business must be passed with a minimum of a C in order to complete the program and graduate.
2. FST 2811- Comprehensive Review must be taken in the last semester of coursework.
3. Students who have been inactive in the program for a minimum of a year will be required to retest each FST courses previously taken. Students will not be required to retake courses for which they earn a minimum of a C on the retest.

Heating, Ventilation, AC & Refrig. Technology
(Goodman Campus)

First Year

First Semester		Second Semester	
Basic Compression	ACT 1125	Refrig. Sys. Comp.	ACT 1313
Elec/Heat, Refrig, AC	ACT 1713	Profess. Service Procedures	ACT 1813
Tools & Piping	ACT 1133	Controls	ACT 1213
Special Project Heat/AC	ACT 2912	**College Algebra	MAT 1313
*English Composition I	ENG 1113	Special Project Heat/AC	ACT 2913
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Air Conditioning I	ACT 2414	Air Conditioning II	ACT 2424
Heating Systems	ACT 2513	Commercial Refrigeration	ACT 2324
Heat Load & Air Properties	ACT 2624	Refrigerant, Ret. & Reg.	ACT 2433
Supervised Work Experience	ACT 2921	Special Project Heat/AC	ACT 2911
*Hum/Fine Arts Elec	3	*Social/Behavioral Science Elective	3
*Public Speaking	SPT 1113	*Computer Litracy	3
Total	18 hrs.	Total	18 hrs.

*Students seeking a certificate only are not required to take this course.

** MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Heating and Air Conditioning Technology is an articulated certificate/technical instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Industrial Maintenance Mechanics
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Indus. Main Blueprint .	IMM 1132	Comm & Ind Wiring	ELT 1123
Indus Elec/Mainten	IMM 1814	Motor Control Sys	ELT 1413
IMM Math & Measure	IMM 1122	Piping/Hydro-Testing ..	IMM 1614
Indus Hand Tools.....	IMM 1213	Equip Install/Align	IMM 1514
Intro/Nat Elec Code	ELT 1133	Adv Ind Elec/IMM	IMM 1823
Industrial Safety.....	EMT 1153	Indus Weld/Metals	IMM 1733
Total	17 hrs.	Total	20 hrs.

Summer Semester

Switching Circuits.....	ELT 1273
Program Logic.....	ELT 2613
Total	6 hrs.

One-Year Certificate can be earned at this point.

Second Year

First Semester		Second Semester	
*College Algebra.....	MAT 1313	Solid State Motor Cont	ELT 2424
English Comp I	ENG 1113	Public Speaking	SPT 1113
Residential Wiring	ELT 1113	Humanities/Fine Arts	3
Advanced PLC.....	ELT 2623	Social/Behav Science.....	3
Equip Main/Trouble.....	IMM 2113	Hydraulics/Pneu.....	IMM 1313
Total	15 hrs.	Total	16 hrs.

Industrial Maintenance Mechanics is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

*MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.
Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Occupational Therapy Assistant Technology
(Ridgeland Campus)

Anatomy & Physiology I & II (BIO 1514/1524 or 2514/2524) are required prerequisites for the program

First Year

First Semester		Second Semester	
Found/Occ.Therapy	OTA 1113	Path/Physical Dis	OTA 1223
Path/Psychiatric	OTA 1213	English Comp I	ENG 1113
**Medical Terminology	OTA 1121	Kinesiology	OTA 1314
Therapeutic Anatomy	OTA 1132	Occupational Therapy Skills II	OTA 1433
Group Process	OTA 1513	Therapeutic Media	OTA 1413
*College Algebra	MAT 1313		
Occupational Therapy Skills I	OTA 1423		
Total	18 hrs.	Total	16 hrs.

Summer Semester

Fieldwork IA	OTA 1913
Path/Orthopedic Conditions.	OTA 1242
Healthcare Systems	OTA 2812
Path/Developmental Conditions	OTA 1233
Public Speaking	SPT 1113
Total	13 hrs.

Second Year

First Semester		Second Semester	
Fieldwork I	OTA 2935	Fieldwork Level IIA	OTA 2946
Occupational Therapy Skills III	OTA 2443	Fieldwork Level IIB	OTA 2956
Concepts/Occupational Therapy	OTA 2714	Occ.Ther Trans II	OTA 2971
Occupation Therapy Transitions I	OTA 2961	Hum/Fine Arts	3
Human Growth & Dev	EPY 2533	Total	16 hrs.
Total	16 hrs.		

*MAT 1233 & a Natural Science with lab may be substituted.

**May substitute a previous medical terminology course (example: BOT 1613 or 1623.)

The Occupational Therapy Assistant curriculum is a two-year program of study that prepares an individual to work as a co-participant in the entire occupational therapy process, at the discretion of the supervising certified occupational therapist. The occupational therapy assistant administers intervention pertinent to creating and promoting healthy life-styles, restoring a skill or ability that has been impaired, maintainingcurrent level of function, modifying an activity to ensure success and addressing disability prevention.

The OTA program is five consecutive semesters designed to prepare the OTA student with entry level skills. A student must achieve a grade of 78 on current semester OTA courses before advancing to the next semester. Students are provided with Level I and II fieldwork experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experiences. Graduates of the OTA program are awarded an Associate of Applied Science Degree.

Program Accreditation Status

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Correspondence to ACOTE:

The American Occupational Therapy Association,
4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1120

Telephone/Fax:

(301) 652-AOTA
(301) 652-7711 (FAX)

Internet:

Website: www.aota.org

Professional Certification

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant. This examination is administered by the National Board of Certification of Occupational Therapy (NBCOT).

Correspondence to NBCOT:

National Board for Certification in Occupational Therapy, Inc.
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150

Telephone/Fax:

301-990-7979

Internet:

Website: www.nbcot.org

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions. The student's cumulative quality point average will be at least a 2.0 on all credits applied toward the degree.

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must complete an HCC web-based Admissions Application and complete an OTA application packet.
2. All applicants will be required to submit an official ACT composite score. This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. Completion of both Anatomy & Physiology I & II (BIO 1514/1524 or BIO 2514/2524) with a minimum grade of C in lab and lecture portion of the courses is a pre-requisite for applying to the program.
4. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
   a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
   b. Volunteer hours must be performed in at least two different occupational therapy settings.
5. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
6. After acceptance in the program, OTA students must provide documentation of the following: complete physical exam, TB skin test record, initiation of Hepatitis B vaccination series or declination form, drug screen. Students must also pass a criminal background check. Students are responsible for fees associated with these requirements.
7. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.
8. A felony conviction may impede one's placement for fieldwork and/or eligibility for certification and credentialing.

Paralegal Technology
(Ridgeland Campus)
First Year

First Semester		Second Semester	
Intro to Law	LET 1113	Public Speaking	SPT 1113
English Comp I	ENG 1113	Humanities/Fine Arts	3
Mechanics/Commun	BOT 1713	Legal Writing	LET 1713
Family Law	LET 1513	Wills & Estates	LET 1523
Micro Applications	BOT 1133	*Elective	3
OR	CPT 1323		
OR	CSC 1123		
Legal Research	LET 1213	Total	15 hrs.
Total	18 hrs.		

Second Year

First Semester		Second Semester	
Law Office Management	LET 2633	Torts	LET 2323
Real Property I	LET 2453	Social/Behav Science	3
**College Algebra	MAT 1313	Civil Litigation II	LET 2333
Civil Litigation I	LET 2313	Real Property II	LET 2463
Contracts	LET 2343	Criminal Law	LET 2353
OR Legal Environ	BAD 2413	**OR** Criminal Justice Elec	3
		Special Problems	LET 2913
Total	15 hrs.	Total	18 hrs.

*Students may choose from the following courses to complete this requirement: LET 2923-Internship; BOT 1413-Records Management; BOT 1813-Electronic Spreadsheet; or BOT 2323-Database Management.

** MAT1233 or BOT1313 & Natural Science w/ lab may be substituted.

Paralegal Technology is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of the program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

Precision Machining Technology
(Grenada Campus)

First Year

First Semester		Second Semester	
Power Machinery I	MST 1114	Power machinery II	MST 1124
Precision Layout	MST 1613	Welding & Forging	ENT 2323
Blueprint Reading	MST 1413	Adv Blueprint Reading	MST 1423
OR Graphic Comm	ENT 1113	**OR** Tech Graphics	ENT 1133
Machine Tool Math	MST 1313	*Humanities/Fine Arts	3
OR Comp Methods	ENT 1123	**App Tech Elective	3
Principles of CAD.	ENT 1313		
Total	16 hrs.	Total	16 hrs.

One-Year Certificate can be earned at this point.

Second Year

First Semester		Second Semester	
Power Machinery III	MST 2135	Power Machinery IV	MST 2144
CNC Operations I	MST 2714	CNC Operations II	MST 2724
OR CNC	ENT 2364	*Social/Behavioral Science	3
*College Algebra**	MAT 1313	*Public Speaking	SPT 1113
*English Comp I	ENG 1113	*Social/Behav Science	3
Total	14 hrs.	***Approved Tech Elective	3
		Total	17 hrs.

Precision Machining is a technical/certificate instructional program that prepares individuals in the advanced operations used to manufacture metal parts on machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included in the two-year certificate and AAS is instruction in the operation and maintenance of computerized equipment (Computer Numerical Control).

*Students seeking a one- or two-year certificate are not required to take this academic course.

**MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.

***Approved Technical Electives: ENT 1153, 1323, 2263, INT 1214, MST 2813, 2913, or WBL 191(1-3), 192(1-3). WBL hours may not exceed 6 hours for graduation.

Surgical Technology
(Grenada Center)

Option One - 12 Month Program
First Year

First Semester

Fund/Surgical Tech .... SUT 1113
Prin. of Surgical Techniques ..... SUT 1216
Surgical Anatomy ..... SUT 1314
Surgical Microbiology ..... SUT 1413
English Composition I ..... ENG 1113
Total 19 hrs.

Second Semester

Basic & Related Surgical Procedures ..... SUT 1518
Specialized Surgical Procedures ..... SUT 1528
Total 16 hrs.

Summer Term

Advanced Surgical Procedures ..... SUT 1538
Total 8 hrs.

One-Year Certificate can be earned at this point

Option Two - 24 Month Program
Second Year

First Semester

Public Speaking ..... SPT 1113
Humanities/Fine Arts 3
*College Algebra ..... MAT 1313
Human Anatomy & Physiology I ..... BIO 2514
**Approved Elective 3
Total 16 hrs.

Second Semester

Microbiology ..... BIO 2924
Social/Behavioral Science 3
**Approved Electives 6
Human Anatomy & Physiology II ..... BIO 2524
Total 17 hrs.

*MAT 1233 or BOT 1313 & a Natural Science may be substituted.

**Approved Electives: BIO 1134, BIO 1144, BOT 1613, BOT 1623, CHE 1213 with CHE 1211,CPT 1113, EPY 2513, EPY 2523, EPY 2533, FCS 1253, HPR 1213, HPR 1223, HPR 2213, PSY 1513, SOC 2113, SOC 2143, SUT 1713

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates will be required to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the LCC-ST, to take the Surgical Technologist Certifying Examination to become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

SURGICAL TECHNOLOGY ADMISSION POLICY

The Holmes Community College surgical technology program accepts one class each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a candidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
   1. Completed application for HCC
   2. Completed Surgical Technology application
   3. ACT score
   4. Transcripts from **ALL** colleges previously attended
   5. High school transcript or GED score

6. Tests scores and records will be reviewed. An admissions committee selects students in the surgical technology program from qualified ap plicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation uti lizing a standardized evaluation form.
7. After notification of acceptance, the student will be required to provide documentation of the following prior to the start of the program:
    1. passage of physical examination per Health Examination Report (form to be provided by instructor)*
    2. current certification of CPR Healthcare Provider C*
    3. passage of a healthcare criminal background check*
    4. passage of drug screening*

* Students are responsible for fees associated with these requirements.

CAREER EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and cap ability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

All career programs operate under program-specific technical standards. A certificate is awarded upon successful completion of vocational courses.

CAREER EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing	X	X	X

*Affiliated with several area Hospitals

Cosmetology
(Goodman Campus)
One- Year Certificate

First Semester

Cosmetology Orien	COV 1122
Cosmetology SCI I	COV 1245
Hair Care I	COV 1426
Skin Care I	COV 1622
Nail Care I	COV 1522
Total	17 hrs.

Second Semester

Cosmetology Sci II	COV 1255
Salon Business I	COV 1722
Hair Care II	COV 1436
Skin Care II	COV 1632
Nail Care II	COV 1532
Total	17 hrs.

Third Semester — Summer

Cosmetology Sciences III	COV 1263
Hair Care III	COV 1443
Skin Care III	COV 1642
Nail Care III	COV 1542
Salon Business II	COV 1732
Total	12 hrs..

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate and may apply to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

In addition to meeting the admission requirements for Holmes Community College, students applying to the cosmetology program must meet the requirements for prior educational credit as established by the MS State Board of Cosmetology for the state licensure exam. In order for prior education (typically a diploma from a regionally-accredited high school or an official GED) to be verified, applicants must submit copies of their transcripts (high school and/or college) to the cosmetology program instructor by August 1. Only applicants whose education is accepted by the State Board of Cosmetology will be eligible to enter the program. Transcripts may be mailed to the Holmes CC Cosmetology Department, PO Box 409, Goodman, MS 39079.

Practical Nursing

Suggested Course Sequence*

Baseline Competencies for Practical Nursing**

First Year

First Semester

Body Structure & Function	PNV 1213
**Fundamentals of Nursing	PNV 1427
**Fundamentals of Nursing Lab	PNV 1436
Total	16 hrs.

Second Semester

Medical/Surgical Nursing	PNV 1615
Medical/Surgical Lab and Clinical	PNV 1622
Alterations in Adult Health	PNV 1635
Alterations in Adult Health Clinical	PNV 1642
IV Therapy	PNV 1523
Total	17 hrs.

Summer Term

Maternal-Child Nursing	PNV 1715
Nursing Transition	PNV 1914
Psychiatric Concepts	PNV 1813
Total	12 hrs.

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN(NCLEX).

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Board for Community & Junior Colleges. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.

Practical Nursing
*Area Hospitals/Sites

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to nursing care of clients across the life-span, nursing care of selected clients, and body structure and function. The remaining semester of training provide instruction and clinical experience for clients experiencing an alteration in health, the pediatric client, the maternal/newborn client, and the psychiatric client. Intensive preparation for the State Board Examination and transitioning from student to employee is provided in the third semester. A certificate is awarded upon completion of the course.
*Ridgeland, Grenada, Goodman

PRACTICAL NURSING ADMISSION POLICY

*Admission requirements to be met **before** a student is considered for selection are (1 - 3 below):*

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
3. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of 2.0 to be considered for selection.
4. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to entering the program..

The applications for the Practical Nursing Program will be available online at www.holmescc.edu on February 1 for the next program year.

LPN Preparation: *For those students who fail to be admitted or who wish to enhance their chances of being admitted, the following sample year curriculum as a General College Studies major shows those classes (marked with *asterick) which offer points in the Practical Nursing selection process if completed with a grade of B or higher.*

First Semester

English Comp I	ENG 1113
College Algebra	MAT 1313
*Human A & P I	BIO 2514
*Medical Term I	BOT 1613
Improve/Study	LLS 1413
Total	16 hrs.

Second Semester

English Comp II	ENG 1123
*Nutrition	BIO 1613
*Human A & P II	BIO 2524
*Human Growth	EPY 2533
*Medical Term II	BOT 1623
Total	16 hrs.

Welding and Cutting Technology
One-Year Certificate

(Goodman Campus)

First Semester

Shielded Metal Arc
Welding I ..... WLV 1116
Gas Metal Arc
Welding ..... WLV 1124
Drawing & Welding Symbol
Interpretation ..... WLV 1232
Cutting
Processes ..... WLV 1314
Gas Metal Arc Alum... WLV 1162

Total 18 hrs.

Second Semester

Welding Inspection &
Testing Principles .. WLV 1171
Gas Tungsten Arc
Welding ..... WLV 1136
Flux Cored Arc
Welding ..... WLV 1143
Shielded Metal
Arc Welding II ..... WLV 1226
Special Problem
Welding ..... WLV 1912
Total 18 hrs.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

PROGRAM DESCRIPTION: The **Welding and Cutting Technology** curriculum is designed to prepare the student for entry level employment in the field of welding and cutting.

Optional:

Work-Based Learning ..... WLB 191(1-3), 192(1-3)

ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213 — Principles of Accounting I (Prerequisite: MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems and controls for service and merchandising businesses, assets, liabilities, and equity. Three lectures. Three hours credit.

ACC 1223 — Principles of Accounting II

A continuation of ACC 1213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three lectures. Three hours credit

ART

ART 1113 — Art Appreciation.

A simple approach to the understanding of the visual arts on a conceptual basis. Three lectures. Three hours credit.

ART 1313 — Drawing I.

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation, and synthesis of these components to create an organized visual expression. Six lab hours. Three hours credit.

ART 1323 — Drawing II (Prerequisite: ART 1313).

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, and creative expression. Required for art majors. Six lab hours. Three hours credit.

ART 1433 — Design I.

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Six lab hours. Three hours credit.

ART 1443 — Design II.

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Six lab hours. Three hours credit.

ART 1453 — Three Dimensional Design.

To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in various media. Six lab hours. Three hours credit.

ART 1913 — Art for Elementary Teachers.

Development of essential concepts of children's art education in compliance with the ***National Standards for Arts Education***. Three lectures. Three hours credit.

ART 2513 — Painting I.

Techniques used in painting media in a variety of subject matter. Six lab hours. Three hours credit.

ART 2523 — Painting II.

Advanced problems in painting media. Six lab hours. Three hours credit.

ART 2613 — Ceramics I.

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six lab hours. Three hours credit.

ART 2713 — Art History I.

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three lectures. Three hours credit.

ART 2723 — Art History II.

A survey of historical background of art forms from Renaissance to present with special emphasis on contemporary expressions. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION

BAD 1113 - Introduction to Business.

This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three lectures. Three hours credit

BAD 2323 — Business Statistics. (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Three lectures. Three hours credit

BAD 2413 — The Legal Environment of Business.

An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three lectures. Three hours credit

BAD 2513 — Principles of Management. (This is considered an upper - level course at some universities and may not transfer).

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

BAD 2533 — Computer Applications in Business & Industry.

This course is an introduction to MS Office Suite software, which is the industry standard. This software includes the components of an information system: spreadsheets, presentation graphics, database management, and word processing. Data entry and retrieval, records management, and electronic communications are skills taught in this course. Three lectures. Three hours credit.

BAD 2813 — Administrative Communications (Prerequisite: ENG 1113).

A written and oral application-oriented communication course with an emphasis on developing and writing business correspondence, reports, and oral briefings from a managerial approach. Three lectures. Three credit hours.

BAD 2853 — Business Ethics.

This course is a philosophical exploration of the ethical problems faced in business and how to recognize, analyze, and implement ethical solutions within the multi-valued contexts of the various fields of today's business environment. Three lectures. Three credit hours.

BIOLOGY

BIO 1114 — Principles of Biology I.

A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought,basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1124 — Principles of Biology II (Prerequisite: BIO 1114,1134, 2414. 2424, 2514, 2524, or 2924)

A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1134 — General Biology I (Prerequisite: MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and function, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1144 — General Biology II (Prerequisite: BIO 1134).

A combined lecture and laboratory course for science majors that reinforces concepts introduced in BIO 1134-General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. The lab reinforces the principles introduced in the lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1314 — Botany I (Prerequisite: MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1613 — Nutrition (Prerequisite: MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. Three lectures. Three hours credit.

BIO 2414 — Zoology I (Prerequisite: MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424 — Zoology II (Prerequisite: BIO 2414).

A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2514 — Anatomy and Physiology I (Prerequisite: ACT Composite of 18 or BIO 1134).

A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2524 — Anatomy and Physiology II (Prerequisite: BIO 2514).

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924 — Microbiology (Prerequisite: BIO 1134 or higher).

A combined lecture and laboratory course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Three lectures. Two hours laboratory. Four hours credit.

BUSINESS & OFFICE ADMINISTRATION

BOA 1413 —Keyboarding.

This course will develop basic keyboarding skills using the touch method and introduce document production techniques using word processing functions. Three lectures. Three hours credit.

BOA 2533 — Word Processing I.

This course studies the development of today's modern office through the use of automated equipment and trained personnel. Emphasis is placed on the organizations of word processing from input through distribution, equipment available, and role of participants in word processing systems. Three lectures. Three hours credit.

BOA 2553— Desktop Publishing.

This course covers the writing, assembling, and design of publications in a business or editorial office by the use of microcomputers. The course includes an introduction to traditional publishing terminology, completion of training software, and the production of various business documents and publications. Three lectures. Three hours credit.

CHEMISTRY

CHE 1114 — Chemistry Survey (Co-requisite: MAT 1233 or higher or placement score for MAT 1313 or higher).

A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

CHE 1211 — General Chemistry Laboratory I (Co/Prerequisite: CHE 1213).

A laboratory course that contains experiments and excercises that reinforce the principles introduced in CHE 1213-General Chemistry I (Lecture). Must be taken concurrently in phase with the lecture sequence or after the lecture has been completed. Three hours laboratory. One hour credit.

CHE 1213 — General Chemistry I (Corequisite: MAT 1313 or appropriate placement in a higher level math course).

A lecture course that covers the fundamental principles of chemistry and their applications. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Three lectures. Three hours credit.

CHE 1221 — General Chemistry Laboratory II (Prerequisite: CHE 1211 & 1213).

A laboratory course that contains experiments and excercises that reinforce the principles introduced in CHE 1223-General Chemistry II (Lecture). Must be taken with the lecture sequence or after finishing the lecture sequence. Three hours laboratory. One hour credit.

CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three lectures. Three hours credit.

CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223).

A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and spectroscopy. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).

A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions and their mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Three lectures. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113 — Computer Concepts.

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three lectures. One hour laboratory. Three hours credit.

CSC 1123 — Computer Applications I.
(Prerequisite: Minimum typing skills of 20 wpm & MAT 012(3-4) or higher or placement score for MAT 1233 or higher).

This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

CSC 1213 - Visual BASIC Computer Programming I.

This course is designed to introduce the writing of event-driven programs using the Visual BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture and lab components. Three hours credit.

CSC 1223 - Visual BASIC Computer Programming II (Pre-requisite: CSC 1213).

This course is designed as a continuation of CSC 1213 with advanced event-driven programming concepts using the Visual BASIC language with emphasis on functions, modules, search and sort algorithms, sequential access, random access, and external file management. Course has lecture and lab components. Three hours credit.

CSC 1613 — Computer Programming I (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher).

Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Course has lecture and lab components. Three hours credit.

CSC 2623 — Computer Programming II (Prerequisite: CSC 1613).

Continuation of the object-oriented language from CSC 1613 and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Course has lecture and lab components. Three hours credit.

CRIMINAL JUSTICE

CRJ 1313 — Introduction to Criminal Justice.
History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

CRJ 1323 – Police Administration & Organization.
Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

CRJ 1343 – Police & Community Relations.
Current issues between police and community. Role and influence of officer in community relations, tensions and conflict and the problem areas of race and juveniles. Three lectures. Three hours credit.

CRJ 1363 – Introduction to Corrections.
An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.

CRJ 1383 – Criminology.
The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.

CRJ 2313 – Police Operations.
A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

CRJ 2323 – Criminal Law.
Basic elements of criminal law under the Constitution of the United States, state Constitutions, and federal and state statutes. Three lectures. Three hours credit.

CRJ 2333 – Criminal Investigation.
Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. Three lectures. Three hours credit.

CRJ 2393 – Survey of Criminalistics.
The study of scientific crime detention methods; modus operandi, crime scene search, preservation of evidence, research projects and class participation required. Three lectures. Three hours credit.

CRJ 2513 –Juvenile Justice.

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three lectures. Three hours credit.

ECONOMICS

ECO 2113 — Principles of Macroeconomics. (Prerequisite: MAT 012(3-4) or placement test score of MAT 1233 or higher).

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three lectures. Three hours credit.

ECO 2123 — Principles of Microeconomics. (Prerequisite: MAT 012(3-4) or placement test score of MAT 1233 or higher).

The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structure. Three lectures. Three hours credit

EDUCATION

EDU 0113 — Praxis I Preparation.

Review of basic skills in reading, writing, and mathematics required on the PRAXIS I examination. Includes completion of practice examination and attendance at Future Educators meetings.Three lectures. Three hours institutional credit. (Not designed to transfer)

ENGINEERING

EGR 2413 — Engineering Mechanics I (Statics) (Prerequisite: PHY 2514).

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three lectures. Three hours credit.

ENGLISH

ENG 0113 — Beginning English .

Designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Three lectures. Three hours institutional credit. (Not designed to transfer).

ENG 0123 — Intermediate English (Prerequisite: ENG 0113 with C or appropriate placement score).

Designed to prepare students for English Composition. Concepts covered include paragraph and essay development with an emphasis on content and structure. Grammar skills related to the writing process are reviewed. Three lectures. Three hours institutional credit. (Not designed to transfer).

ENG 1113 — English Composition I (Prerequisite: ENG 0123 with C or appropriate placement score).

Designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. Three lectures. Three hours credit.

ENG 1123 — English Composition II (Prerequisite: ENG 1113).

A continuation of ENG 1113 with emphasis on research and composition. Readings, essays, and a research paper are required. Three lectures. Three hours credit.

ENG 2133 — Creative Writing I (Prerequisite: ENG 1113).

Involves writing poetry, short fiction, creative nonfiction, and drama. Three lectures. Three hours credit.

ENG 2143 — Creative Writing II (Prerequisite: ENG 2133).

A continuation of writing poetry, short fiction, creative nonfiction, and drama. Three lectures. Three hours credit.

ENG 2223 — American Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three lectures. Three hours credit.

ENG 2233 — American Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys representative prose and poetry of the United States from Civil War to the present. Three lectures. Three hours credit.

ENG 2323 — British Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three lectures. Three hours credit.

ENG 2333 — British Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys British Literature from the Romantic Period through the Twentieth Century. Three lectures. Three hours credit

ENG 2423 — World Literature I (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys literature from the ancient world through the Renaissance. Three lectures. Three hours credit.

ENG 2433 — World Literature II (Prerequisite: ENG 1113 or ACT English Subscore of 23 or higher).

Surveys literature from the Neoclassical Period through the Twentieth Century. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — Child Psychology.

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial & cognitive development from conception into emerging adolescence. Three lectures. Three hours credit.

EPY 2523 — Adolescent Psychology.

A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three lectures. Three hours credit.

EPY 2533 — Human Growth and Development.

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professionals and others who work with people. Three lectures. Three hours credit.

GEOGRAPHY

GEO 1113 — World Geography.
A regional survey of the basic geographic features and major new developments of the nations of the world. Emphasis upon the interrelationship of various nation-states, physical and cultural diversity, and economic, political, strategic, and environmental issues. Three lectures. Three hours credit.

GRAPHICS AND DRAWING

GRA 1143 — Graphic Communication I (Corequisite: MAT 1233).
Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD). Two lectures.Two hours laboratory. Three hours credit.

GRA 1153 — Graphic Communication II (Prerequisite: GRA 1143).
A continuation of GRA 1143. Six hours laboratory. Three hours credit.

HISTORY

HIS 1113 — Western Civilization I.
A general survey of European history from ancient times to the mid-seventeenth century. Three lectures. Three hours credit.

HIS 1123 — Western Civilization II.
A general survey of European history since the seventeenth century. Three lectures. Three hours credit.

HIS 1163 — World Civilization I.
A general survey of world history from ancient times to the 1500s. Three lectures. Three hours credit.

HIS 1173 — World Civilization II.
A general survey of world history from the 1500s to modern times. Three lectures. Three hours credit.

HIS 2213 — American (U.S.) History I.
This is a survey of American (US) history from pre-history through Reconstruction. Three lectures. Three hours credit.

HIS 2223 — American (U.S.) History II.
This is a survey of American (US) history from pre-history from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 1111, 1121, 2111, 2121 — General PE Activities I, II, III, IV.

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Credit for this activity will be given to Cheerleaders and Dazzlers. Four practice sessions. One hour credit.

HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.

Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (4), golf (4), or soccer (4). Open by invitation of instructor. Four practice sessions. One hour credit.

HPR 1213 — Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313 — Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511, 1521 — Team Sports I, II.

This course focuses on rules, techniques, and participation in basketball, volleyball, or softball. Two classes. One hour credit.

HPR 1531 — Individual and Dual Sports I.

This course focues on techniques, and participation in tennis or archery. Two classes. One hour credit.

HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. A student may earn only one hour's credit per course number toward graduation even if the course number is repeated. Two classes. One hour credit.

HPR 1613— Physical Education in the Elementary School.
This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Theory and laboratory. Three lectures. Three hours credit.

HPR 2213 — First Aid and CPR.
Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three lectures. Three hours credit.

HPR 2323 — Recreational Leadership.
Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HPR 2422 — Football Theory.
Theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

HPR 2432 — Basketball Theory
A theoretical study of basketball methods from an offensive and defensive standpoint, including the study of teaching the fundamentals and team organization. Two lectures. Two hours credit.

HPR 2442 - Soccer Theory.
Explores the theories, practices, and strategies involved in coaching the game of soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices pertaining to public school and intercollegiate soccer programs. Two lectures. Two hours credit.

HPR 2453 — Baseball Theory.
A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three lectures. Three hours credit.

HPR 2493 — Softball Theory.

Philosophies and methods of coaching, leadership, teaching techniques, team or organization, softball strategies, preparation for games, and preparation and care of softball fields. Three lectures. Three hours credit.

HPR 2733 — Introduction to Athletic Training.

Introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 100 observational/experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. Three lectures. Three hours credit.

HONORS

HON 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One lecture. One hour credit.

HUMANITIES

HUM 1113 — Introduction to Humanities.

A humanistic approach to man's creative achievements in art, literature, music, and philosophy in western civilization. Three lectures. Three hours credit.

INDUSTRIAL EDUCATION/ TECHNOLOGY TEACHER EDUCATION

IED 1213 — Woodworking I.

Knowledge, appreciation, and skill in use of hand tools; wood joints, finishes, fasteners, and job planning. One lectures. Five hours laboratory. Three hours credit.

IED 1813 — Basic Electricity and Electronics.

A study of basic electrical phenomenon to fundamental electronics. One lecture. Four hours laboratory. Three hours credit.

IED 2323 — Forging and Welding.

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413 — History & Appreciation of the Artcrafts.
The study of the growth and development of the artcrafts using historical lecture and other instructional methods; practical design and construction of projects in pottery, leather craft, wood carving, and stained glass. Four hours laboratory. Three hours credit.

JOURNALISM

JOU 1111, 1121, 2111, 2121 — College Publications I. (Yearbook (*Horizons*) or Newspaper (*The Growl*) I, II, III, IV).
A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory. One hour credit.

LEADERSHIP

LEA 1813 — Leadership & Organization Skills I.
A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. Three lectures. Three hours credit.

LEA 1911, 1921, 2911, 2921 — Leadership & Communication Skills Development-Recruiting & Public Relations I, II, III, IV.
This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. II, III, and IV are a continuation of LEA 1911. One lecture. One hour credit.

LEARNING & LIFESKILLS

LLS 1313 — Orientation.
This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments and gives the student guidance in collegiate life. Three lecture. Three hours credit.

LLS 1413 — Improvement of Study.

This course is designed to aid the student in study skills, promote student success in basic reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement. Three lectures. Three hours credit.

LLS 1713 — Job Search Skills.

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three lectures. Three hours credit.

LIBRARY & SCIENCE

LIS 1111 — Library Science.

Introduction to the technical processing of books and other library material. One lecture. One hour credit.

MATHEMATICS

MAT 011(3-4) — Fundamentals of Mathematics.

A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. Three to four hours lecture. Three to four hours institutional credit. (Not designed to transfer.)

MAT 012(3-4) — Beginning Algebra (Prerequisite: MAT 011(3-4) with a C or appropriate placement score for MAT 012(3-4).

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Three to four hours lecture. Three to four hours institutional credit. (Not designed to transfer.)

MAT 1233 — Intermediate Algebra (Prerequisite: MAT 012(3-4) with a C or appropriate placement score for MAT 1233).

The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Three lectures. Three hours credit.

MAT 1313 — College Algebra (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three lectures. Three hours credit.

MAT 1323 — Trigonometry (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).

This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three lectures. Three hours credit.

MAT 1333 — Finite Mathematics & Introduction to Calculus (Prerequisite: MAT 1313).

An introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Three lectures. Three hours credit.

MAT 1513 — Business Calculus I (Prerequisite: MAT 1313).

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three lectures. Three hours credit.

MAT 1523 — Business Calculus II (Prerequisite: MAT 1513).

A study of antiderivatives, techniques of integration, applications of the definite integral, extrema, and applications to business and economics. Three lectures. Three hours credit.

MAT 1613 — Calculus I (Corequisite: MAT 1323 or appropriate placement score for MAT 1613).

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three lectures. Three hours credit.

MAT 1623 — Calculus II (Prerequisite: MAT 1613).

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions; techniques of integration; applications. Three lectures. Three hours credit.

MAT 1723 — The Real Number System (Prerequisite: MAT 012(3-4) with a C or appropriate placement score for MAT 1233).

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three lectures. Three hours credit.

MAT 1733 — Geometry, Measurement, and Probability (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions; statistics and probability. Three lectures. Three hours credit.

MAT 2113 — Introduction to Linear Algebra (Prerequisite: MAT 1623).
This course includes the following topics: systems of linear equations; matrices; Vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Three lectures. Three hours credit.

MAT 2323 — Statistics (Prerequisite: MAT 1313).
Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three lectures. Three hours credit.

MAT 2613 — Calculus III (Prerequisite: MAT 1623).
This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals; infinite series. Three lectures. Three hours credit.

MAT 2623 — Calculus IV (Prerequisite: MAT 2613).
This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Three lectures. Three hours credit.

MAT 2913 — Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).
This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113 — Elementary French I.
Development of basic language skills, including reading, writing, and speaking. An introduction to the culture of the French-speaking world. Three lectures. Three hours credit.

MFL 1123 — Elementary French II (Prerequisite: MFL 1113).
A continuation of MFL 1113. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the French-speaking world. Three lectures. Three hours credit.

MFL 1213 — Elementary Spanish I.
Development of basic language skills, including speaking, reading, and writing. An introduction to the culture of the Spanish-speaking world. Three lectures. Three hours credit.

MFL 1223 — Elementary Spanish II (Prerequisite: MFL 1213).
A continuation of MFL 1213. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the Spanish-speaking world. Three lectures. Three hours credit.

MFL 2113 — Intermediate French I (Prerequisite: MFL 1123).
A review of French grammar, and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the French-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2123 — Intermediate French II (Prerequisite: MFL 2113).
Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2213 — Intermediate Spanish I (Prerequisite: MFL 1223).
A review of Spanish grammar and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the Spanish-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2223 — Intermediate Spanish II (Prerequisite: MFL 2213).
Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language and the Spanish-speaking world is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MUSIC APPLIED
(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.
Brass instruction for non-brass/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.
Brass instruction for music education majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

MUA 1241, 1251, 2241, 2251 — Guitar for Non-Majors I, II, III, IV.
Guitar instruction for music education majors with guitar as a secondary area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One hour private instruction. Three hours practice. One hour credit.

MUA 1272, 1282, 2272, 2282 — Guitar for Music Education Majors I, II, III, IV.
Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to classical guitar technique, literature, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.
Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.
Percussion instruction for music education majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.
Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught through class participation and discussion, including major and minor scales, accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. Lab-based instruction. One hour credit.

MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.
Piano instruction for music education majors with piano as a secondary area of emphasis. Introduction to technique, literature, and performance of standard literature. One lesson. Three hours practice. One hour credit.

MUA 1572, 1582, 2572, 2582 — Piano for Music Education Majors I, II, III, IV.
Piano instruction for piano majors, with piano with a performance emphasis. Introduction to technique, literature, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 — Class Voice I, II.
Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.
Voice for non-major/music education majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability. One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.
Voice for majors is designed to teach the fundamentals principles of singing, explore varied vocal repertoire, and develop and improve the student's vocal ability. One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.
Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the students interest in playing. One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.

Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, exploring moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's ability. One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS
(Band, Small Band Groups, Jazz Band, Choir, Handbells, Small Singing Groups)

MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.

Performance and rehearsal instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques. Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.

Performance and rehearsal instruction for music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of performance techniques in small ensembles. Two practice sessions. One hour credit.

MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.

A course designed for members selected from marching band members by audition to perform instrumental music from a variety of style periods. Emphasis on jazz. Two practice session. One hour credit.

MUO 121(1-2), 122(1-2), 221(1-2), 222(1-2) — Choir I, II, III, IV.

A course for music majors and non-majors focused on performing choral music from a variety of style periods. Three or five hours practice. One or two hours credit.

MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.

A course for select singers focused on performing music from one or more genres of music. One practice session. One hour credit.

MUSIC FOUNDATIONS

MUS 1113 — Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1123 — Music Survey.

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three lectures. Three hours credit.

MUS 1133 — Fundamentals of Music (Prerequisite: Music Placement Test. A score of 0- 34 requires the student to take only Fundamentals of Music. A score of 35 to 45 requires the student to take both Fundamentals of Music and Music Theory I concurrently. A score of 46 or above allows the student to take Music Theory I only).

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV ((Prerequisite: Music Placement Test. A score of 0 to 34 requires the student to take only Fundamentals of Music. A score of 35 to 45 requires the student to take both Fundamentals of Music and Music Theory I concurrently. A score of 46 or above allows the student to take Music Theory I only).

A minimum grade of "C" in each level of Theory is required to progress to the next level. Music Theory sequence must progress simultaneously with Piano I, II, III, & IV as well as with the applied lesson.

Study of functional harmony through analysis and part writing, sight singing, ear training, and dictation. Three lectures. Two hours laboratory. Four hours credit.

MUS 1911, 1921, 2911, 2921 — Recital Class I II, III, IV.

Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour credit.

MUS 2513 — Music for Elementary Teachers.

Designed for the needs of the elementary education student. Essentials of public school music, study of the fundamentals of music. Reading music notations and terminology. Three lectures. Three hours credit.

NURSING, ADN
(Grenada & Ridgeland)

NUR 1116 — Nursing Theory I (Prerequisites: BIO 2514/2524).

Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs, physical assessment,nursing process, as well as laboratory experiences and drug calculations. Correlates with NUR 1119. Five lectures. Three hours laboratory. Six hours credit.

NUR 1119 — Nursing I. (Prerequisites: BIO 2514 & BIO 2524).

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 1211, 1221, 2211, 2221 — Health Issues I, II, III, IV.

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on health care delivery as a whole and the person as an individual. Through use of available resources to include the internet the student will explore such entities as treatment options, health care funding, alternative therapies, etc. One lecture. One hour credit.

NUR 1226 — Nursing II Theory (Prerequisite: NUR 1116 or 1119, ENG 1113, PSY 1513, BIO 1613. Pre/Co-requisite: SPT 1113, EPY 2533 and a Humanities or Fine Arts Elective).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health-care settings. Includes content and laboratory experiences on venipunctures, intravenous/blood therapy and administration and clinical experiences. Five lectures. Three hours laboratory. Six hours credit.

NUR 1229 — Nursing II. (Prerequisites: NUR 1119 or 1116, ENG 1113, PSY 1513, BIO 1613. Pre/Co-requisite of SPT 1113, EPY 2533 and a Humanities or Fine Arts Elective).).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Care of the pre- and postoperative patient is explored. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 1316 — Nursing Transitions I (Prerequisites: BIO BIO 2514/2524).

A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the students's LPN education as well as fundamental skills in the areas of physical assesment, nursing process, and drug calculations. Five lectures.Three hours laboratory. Six hours credit.

NUR 1326 - Nursing Transitions II (Prerequisite: NUR 1316).

A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes content related to the registered nurse role and functions that are not covered in NUR 1316 as well as fundamental skills including venipuncture, intravenous/blood therapy and administration, and clinical experiences. Five lectures. Three hours laboratory. Six hours credit.

NUR 1413 - Nursing Externship (Prerequisite: NUR 1229).

This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. 270 contact hours per semester. Three credit hours.

NUR 1513 — End of Life Issues.

The purpose of this course is to emphasize the availability of specific knowledge on end-of-life care. The intent is to provide information that will improve the student's understanding of end-of-life care. Topics of discussion include information on advance directives, goals of care, family issues, community resources, management of pain and other symptoms, medical futility, the last hours of living, legal and financial issues, and cultural, social, psychological, and spiritual concerns in end-of-life care. Three lectures. Three hours credit.

NUR 2119 — Nursing III (Prerequisites: NUR 1119 & NUR 1229, or NUR 1116 & 1226, or NUR 1316 & 1326).

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Concepts introduced in Nursing 1119 are reinforced and applied. Selected mental health concepts are integrated. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 2123 — Pharmacology (Prerequisite: NUR 1229, 1326, or 1226)

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

NUR 2239 — Nursing IV (Prerequisite: NUR 2119 & 2123; Co-requisite: NUR 2243).

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience with leadership and management skills. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 2243 — Management of Nursing Care (Prerequisite: NUR 2119 & 2123; Co-requisite: NUR 2239).

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

NUR 2513 — Principles of Alternative & Complementary Therapies.

This course provides an overview of the most common complementary and alternative medicine (CAM) modalities/therapies used in the USA. Each topic will cover one modality/therapy (homeopathy, acupuncture, naturopathy, chiropractic, therapeutic touch, music therapy, folk remedies, energy healing, etc.) at a time. Topics may be chosen based on students' interests and needs. Three lectures. Three hours credit.

PHILOSOPHY AND BIBLE

PHI 1113 — Old Testament Survey.

The student will survey the Hebrew Bible (Old Testament) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three lectures. Three hours credit.

PHI 1133 — New Testament Survey.

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three lectures. Three hours credit.

PHI 1153 — Jesus and the Gospels.

This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lectures. Three hours credit.

PHI 2113 — Introduction to Philosophy I.

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three lectures. Three hours credit.

PHI 2143 — Ethics.

An introduction to classical moral philosophy with the investigation of some selected moral problems. Three lectures. Three hours credit.

PHI 2613 – World Religions I.

Examination of the beliefs and development of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three lectures. Three hours credit.

PHI 2713 –Logic.

An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills. Three lectures. Three hours credit.

PHYSICS

PHY 1114 — Astronomy.

A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2244 — Physical Science Survey I (Corequisite: MAT 1233 or placement score for MAT 1313 or higher).

A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2254 — Physical Science Survey II (Corequisite: MAT 1233 or placement score for MAT 1313 or higher).

A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2414 — General Physics I (Corequisite: MAT 1323 or placement score for MAT 1613 or higher).

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424 — General Physics II (Prerequisite: PHY 2414).

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514 — General Physics I-A (Prerequisite: MAT 1613 or higher).

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524 — General Physics II-A (Prerequisite: PHY 2514).
A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 — American National Government.
Survey of the organizations, political aspects, and basis of national government. Three lectures. Three hours credit.

PSC 1123 — American State & Local Government (Prerequisite: PSC 1113).
The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state of Mississippi. Three lectures. Three hours credit.

PSC 2113 — Comparative Government.
A survey of various international governmental systems. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513 — General Psychology I.
An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three lectures. Three hours credit.

READING

REA 0113 — Beginning Reading.
A course designed to offer reading instruction to students demonstrating a need for proficiency in reading skills at the college level. Three lectures. Three hours institutional credit. (Not designed to transfer).

REA 0123 — Intermediate Reading (Prerequisite: REA 0113 with C or appropriate placement score).
A continuation of REA 0113. Three lectures. Three hours institutional credit. (Not designed to transfer).

SOCIOLOGY

SOC 2113 — Introduction to Sociology.

This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three lectures. Three hours credit.

SOC 2133 — Social Problems.

A study of the nature, scope, and effects of major social problems of today and the theoretical preventive measures to alleviate them. Three lectures. Three hours credit.

SOC 2143 — Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three lectures. Three hours credit.

SOC 2213 — Introduction to Anthropology.

A survey of major fields and basic principles in the comparative study of mankind. Three lectures. Three hours credit.

SOCIAL WORK

SWK 1113 - Social Work: A Helping Profession.

The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three lectures. Three hours credit.

SPEECH AND THEATER

SPT 1113 — Public Speaking I (Corequisite: ENG 1113 or appropriate placement score for ENG 1113).

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Three lectures. Three hours credit.

SPT 1123 — Public Speaking II. (Prerequisite: SPT 1113).

A continuation in the study of public speaking with an emphasis on research, organization and delivery techniques. Three lectures. Three hours credit.

SPT 1163 — Argumentation and Debate. (Prerequisite: SPT 1113).
The study and application of basic argumentative techniques; integration of speech techniques through class debates. Three lectures. Three hours credit.

SPT 1131, 1141, 2111, 2121 — Forensics I, II, III, IV.
An activity course which includes: public speaking, oral interpretation and debate. Students participate in intercollegiate or community forensic contests and debate tournaments. One hour credit.

SPT 1213 — Fundamentals of Theatre Production (Co-requisite: SPT 1241, 1251, 2241, or 2251).
A basic course in management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.

SPT 1233 — Acting.
An introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatrical games, mime, monologue, and scene work. Three lectures. Three hours credit.

SPT 1241, 1251, 2241, 2251 — Drama Production I, II, III, IV.
Participation in college drama productions. One hour credit.

SPT 2223 — Stagecraft (Co-requisite: SPT 1241, 1251, 2241, or 2251).
An introduction to all technical elements of production design and operation. Concurrent enrollment in Drama Production is required. Three lectures. Three hours credit.

SPT 2233 — Theatre Appreciation.
An introduction of the cultural, historical, and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristic of theatre. Fine arts elective. Three lectures. Three hours credit.

TECHNICAL COURSE DESCRIPTIONS

AUTOMATED SYSTEMS TECHNOLOGY

DDT 2273 - Facilities Planning.

This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. Two lectures. Two hours laboratory. Three hours credit.

INT 1214 - Fluid Power.

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three lectures. Two hours laboratory. Four hours credit.

INT 2114 - Control Systems I.

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Three lectures. Two hours laboratory. Four hours credit.

MFT 2113 — Manufacturing Process I .

The course would require study in manufacturing techniques from both a historical perspective and modern process improvement systems including plant layout, material handling, work station design, Kaizen, KanBan and Value Stream Mapping. Two lectures. Two hours laboratory. Three hours credit.

MFT 2123 — Manufacturing Process II.

The course would be a continuation of the previously listed, and introduce equipment and operations required to produce various products, including metal, wood and plastics processing. Also included would be an introduction to various material handling devises and process automation. Two lectures. Two hours laboratory. Three hours credit.

MFT 2213 — Organizational Behavior.

The course would help prepare students for their roles as change agents within an organization by identifying some of the potential issues that will be faced. Two lectures. Two hours laboratory. Three hours credit.

MFT 291(1-3) - Special Problem in Automation and Control Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two-six hours laboratory. One-three hours credit.

ROT 2613 - Mechanical Systems.

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. Two lectures. Two hours laboratory. Three hours credit.

AUTOMOTIVE TECHNOLOGY

ATT 1124 — Basic Electrical/Electronic Systems

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two lecture. Four hours laboratory. Four hours credit.

ATT 1134 — Advanced Electrical/Electronic Systems

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two lectures. Four hours laboratory. Four hours credit.

ATT 1213 — Brakes.

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1314 — Manual Drive Trains/Transaxles.

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Four hours laboratory. Four hours credit.

ATT 1424 — Basic Engine Performance I.

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

ATT 1715 — Engine Repair.

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

ATT 1811 — Introduction, Safety, and Employability Skills.

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One lecture. One hour credit.

ATT 2325 — Automatic Transmissions/Transaxles.

This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. Two lectures. Six hours laboratory. Five hours credit.

ATT 2334 — Steering and Suspension Systems.

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two lectures. Four hours laboratory. Four hours credit.

ATT 2434 — Engine Performance II.

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

ATT 2444 — Engine Performance III

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

ATT 2614 — Heating and Air Conditioning.
A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.

ATT 291(1-3) — Special Problems in Automotive Mechanics Tech.
A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select and establish criteria for completion of the project. One to three scheduled hours. Two to six hours laboratory. One to three hours credit.

ATT 292(1-6) — Supervised Work Experience in Automotive Mechanics Tech.
This internship course provides actual work experience in an automotive mechanics business under the direction of the employer and the instructor. One to six scheduled hours. Three to eighteen hours externship. One to six hours credit.

BANKING AND FINANCE TECHNOLOGY

TBF 1123 — Money and Banking.
Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113 — Principles of Banking.
A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBA 2413 — Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BUSINESS & OFFICE TECHNOLOGY
COMPUTER INFORMATION SYSTEMS

BOT 1013 — Introduction to Keyboarding.

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Two lectures. Two hours laboratory. Three hours credit.

BOT 1113 — Document Formatting & Production (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013).

This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Three lectures. Three hours credit.

BOT 1123 — Keyboard Skillbuilding (Prerequisite: BOT 1113).

This course further develops keyboard techniques emphasizing speed and accuracy. Three lectures. Three hours credit.

BOT 1133 — Microcomputer Applications.

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Two lectures. Two hours laboratory. Three hours credit.

BOT 1143 — Word Processing (Prerequisites: BOT 1133 & BOT 1113).

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

BOT 1213 — Personal & Professional Development.

This course emphasizes an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

BOT 1313 — Applied Business Math (Prerequisite: MAT 011(3-4) with a C or appropriate placement score for MAT 012(3-4).

This course is designed to develop competency in mathematics for business use with emphasis on the touch method. Three lectures. Three hours credit.

BOT 1413 — Records Management.

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.

BOT 1433 — Business Accounting (Prerequisite: MAT 011(3-4) with a C or appropriate placement score for MAT 012(3-4).

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three lectures. Three hours credit.

BOT 1513 — Machine Transcription (Prerequisites: BOT 1143).

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

BOT 1613 — Medical Office Terminology I.

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three lectures. Three hours credit.

BOT 1623 — Medical Office Terminology II (Prerequisite: BOT 1613).

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to the medical office. Three lectures. Three hours credit.

BOT 1713 — Mechanics of Communication (Prerequisite: ENG 0113 or higher or appropriate placement score for ENG 0123 or higher).

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 & BOT 1133).

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two lectures. Two hours laboratory. Three hours credit.

BOT 2323 — Database Management (Prerequisite: BOT 1133).

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

BOT 2423 — Income Tax Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course provides an in-depth study of income tax accounting. Three lectures. Three hours credit.

BOT 2463 — Payroll Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course provides an in-depth study of payroll accounting. Three lectures. Three hours credit.

BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1113, BOT 1613, & BOT 1623).

This course is designed to teach transcription of various medical documents. Two lectures. Two hours laboratory. Three hours credit.

BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. Two lectures. Two hours laboratory. Three hours credit.

BOT 2643 — CPT Coding (Prerequisites: BOT 1613 & BOT 1623).
This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two lectures. Two hours laboratory. Three hours credit.

BOT 2653 — ICD Coding (Prerequisites: BOT 1613& BOT 1623).
This course is an introduction to the field of diagnostic coding. Two lectures. Two hours laboratory. Three hours credit.

BOT 2663 — Advanced Medical Coding (Prerequisites: BOT 2643 & BOT 2653).
This course is designed to teach the advanced analysis of diagnostic and procedural coding systems. Two lectures. Two hours laboratory. Three hours credit.

BOT 2673 — Medical Insurance Billing (Prerequisites: BOT 2643 & BOT 2653).
This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two lectures. Two hours laboratory. Three hours credit.

BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1143).
This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Three lectures. Three hours credit.

BOT 2743 — Medical Office Concepts (Prerequisite: BOT 1113).
This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).
This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

BOT 2813 — Business Communication (Prerequisites: BOT 1713 & BOT 1113 or ENG 1113 & CPT 1323).
This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. Three lectures. Three hours credit.

BOT 2823—Communication Technology (Prerequisite: BOT 1133).
This course will present an overview of the resources available for on-line communication using current technology. Two lectures. Two hours laboratory. Three hours credit.

BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1133).
This course integrates activities using applications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

CNT 1513 — Web Development Concepts
This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CNT 1524 — Network Components (Prerequisite: CNT 1414).
This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Four hours laboratory. Four hours credit.

CNT 1624 — Network Administration Using Microsoft Windows Server
This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 1634 — Microsoft Windows-Installing & Configuration.
The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in stand-alone as well as both large and small network environments. Two lectures. Four hours laboratory. Four hours credit.

CNT 1654 — Network Administration Using Linux.
This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 2344 – Introduction to MS/SQL (Prerequisite: CNT 1624 – Network Administration Using Microsoft Server).

This course is designed to generate further experience for the student in installing and maintaining a MC SQL Server. This course also targets basic programming used by a Data Base Administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 2423 — System Maintenance.

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

CNT 2534 — Network Planning and Design (Prerequisite: CNT 1524).

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Four hours laboratory. Four hours credit.

CNT 2544 —Network Implementation (Prerequisite: CNT 2534).

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

CNT 2553—Network Security.

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two lectures. Two hours laboratory. Three hours credit.

CNT 2644 — Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624 or 1634).

This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

CPT 1123 — Computer Concepts.

This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

CPT 1144 — Programming Development Concepts.

This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.

CPT 1313 — Computer Operations.

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

CPT 1323— Survey of Microcomputer Applications.

This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

CPT 1333 — Operating Platforms.

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

CPT 1353 — Database Design Fundamentals.

This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two lectures. Two hours laboratory. Three hours credit.

CPT 1513 — Web Development Concepts.

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, world Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CPT 2133 - Career Development.

This course provides practical exercises in interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships for employment. Two lectures. Two hours lab. Three hours credit.

CPT 2364 – Team Project Management. (Prerequisites: CPT 1214& CNT 1414).

This course is designed to generate further experience for the student in working in a team environment. This course targets team based network design and team based program design. Two lectures. Four hours laboratory. Four hours credit.

CPT 2373 — Network Fundamentals.
This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

CPT 2454 – Game Programming Using Flash and Action Script (Prerequisites: CPT 2434 or approved equivalent advanced object-oriented programming language.
This course is designed to further introduce the student to creating interactive applications, through the format of a game. This course will help the student become more adept at creating functional user interfaces and help them deal with program paths based on user input. Two lectures. Four hours laboratory. Four hours credit.

CPT 2911-2916 — Work-Based Learning in Computer Information Systems.
Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

DBT 1113 - SQL Programming (Prerequisite: DBT1214).
This course offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Standard Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two lectures. Three hours laboratory. Three hours credit.

DBT 1123 - PL/SQL Programming (Prerequisite: DBT1113).
This course offers students an extensive introduction to data server technology, covering advanced concepts of both relational and object-relational databases using PL/SQL. Students are taught to create and maintain database objects and control user access. Two lectures. Three hours lab. Three hours credit.

DBT 1214 – Database Architecture and Administration.
This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two lectures. Three hours laboratory. Four hours credit.

IST 1124 – IT Foundations.

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture. Four hours lab. Four hours credit

IST 1134 — Fundamentals of Data Communications.

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Four hours laboratory. Four hours credit.

IST 1143 – Security Principles and Policies.

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two lectures. Two hours laboratory. Three hours credit.

IST 1154 – Web and Programming Concepts.

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two lectures. Four hours laboratory. Four hours credit.

IST 1163 – Concepts of Database Design.

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two lectures. Two hours laboratory. Three hours credit.

IST 1213 –Client Installation and Configuration.

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two lectures. Two hours laboratory. Three hours credit.

IST 1223 –Network Components.
Prerequisite: Fundamentals of Data Communications (IST 1134)

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two lectures. Two hours laboratory. Three hours credit.

IST 1244 –Network Admin Using Microsoft Windows Server.
This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

IST 1254 –Network Administration Using Linux.
This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Two lectures. Four hours laboratory. Four hours credit.

IST 1314 –Visual BASIC Programming Language.
This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Two lectures. Four hours laboratory. Four hours credit.

IST 1324 –RPG Programming Language .
This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

IST 1334 — COBOL Programming Language (Prerequisite: IST 1154 or Permission of Instructor)..
This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

IST 1714 –Java Programming Language.
This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Two lectures. Four hours laboratory. Four hours credit.

IST 2224 –Network Planning and Design (Prerequisite: IST 1223).
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two lectures. Four hours laboratory. Four hours credit.

IST 2234 – Network Implementation (Prerequisite: IST 2224).
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

IST 2314 –Systems Analysis and Design.

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.

IST 2324 –Script Programming (Prerequisite: IST 1154 or Permission of Instructor).

This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two lectures. Four hours laboratory. Four hours credit.

IST 2334 – Advanced Visual BASIC Programming Language (Prerequisite: IST 1314).

This course is a continuation of the Visual BASIC programming language. Two lectures. Four hours laboratory. Four hours credit.

IST 2344 — Database Programming (Prerequisite: IST 2334 or Permission of Instructor).

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

IST 2354 — Advanced RPG Programming Language (Prerequisite: IST 1324).

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

IST 2364 — Advanced COBOL Programming Language (Prerequisite: IST 1334).

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

IST 2374 –C Programming Language.

This course is designed to introduce the student to the C programming language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

IST 2384 –Advanced C Programming Language (Prerequisite: IST 2374).

This course is a continuation of the study of the C programming language.Two lectures. Four hours laboratory. Four hours credit.

IST 2414 –Flash Game Programming (Prerequisite: IST 2334).
This course is an introduction to developing interactive web-based games using Flash and ActionScript programming. Upon completion of this course, students will be able to create a fully functional Flash game and post it to the web.Two lectures. Four hours laboratory. Four hours credit.

IST 292(1–3) Special Problem in Information Systems Technology (Prerequisite: To be taken during the semester the student is to complete the program).
This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. Two to 6-hours laboratory. One to 3 hours credit.

CHILD DEVELOPMENT TECHNOLOGY

CDT 1713—Language & Literacy Development for Young Children.
A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. Three lectures. Three hours credit.

COLLISION REPAIR TECHNOLOGY

ABT 1143 — Structural Analysis & Damage Repair I.
A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

ABT 1153 — Structural Analysis & Damage Repair II.
This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and reinstallation of glass. Two lectures. Two hours laboratory. Three hours credit.

ABT 1223 — Non-Structural Analysis & Damage Repair I.
A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

ABT 1233—Non-Structural Analysis & Damage Repair II.

This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. One lecture. Four hours laboratory. Three hours credit.

ABT 1314 — Refinishing I.

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. Two lectures. Four hours laboratory. Four hours credit.

ABT 1323 — Refinishing II.

A continuation of Refinishing I. Included are types of paint defects, paint gun application, and maintenance procedures. One lecture. Four hours laboratory. Three hours credit.

ABT 1443—Mechanical & Electrical Components I.

A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three lectures. Three hours credit.

ABT 1453—Mechanical & Electrical Components II.

A course designed to provide theory and practice in the areas of brakes and electrical. Three lectures. Three hours credit.

ABT 2163—Structural Analysis & Damage Repair III.

This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. Two lectures. Two hours laboratory. Three hours credit.

ABT 2173—Structural Analysis & Damage Repair IV.

This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. Two lectures. Two hours laboratory. Three hours credit.

ABT 2243—Non-Structural Analysis & Damage Repair III.

This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Two lectures. Two hours laboratory. Three hours credit.

ABT 2253—Non-Structural Analysis & Damage Repair IV.

This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: moveable glass, hardware associated with glass, plastics and adhesive. Two lectures. Two hours laboratory. Three hours credit.

ABT 2333 — Refinishing III.

A continuation of Refinishing II with emphasis on advanced painting techniques; including paint mixing, matching, and applying. One lecture. Four hours laboratory. Three hours credit.

ABT 2343—Refinishing IV.

A continuation of Refinishing III with emphasis on advanced techniques of painting, including detailing. One lecture. Four hours laboratory. Three hours credit.

ABT 291(1-3) — Special Problem in Collision Repair Technology (Prerequisite: Consent of Instructor).

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

ABT 292(1-6) — Supervised Work Experience in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).

A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. One to six hours credit.

ELECTRONICS TECHNOLOGY

EET 1114 — DC Circuits.

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two lectures. Four hours lab. Four hours credit.

EET 1123 — AC Circuits.

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

EET 1214 — Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

EET 1334 — Solid State Devices and Circuits (Prerequisite: EET 1114).

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

EET 1324 — Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

EET 2334 — Linear Integrated Circuits (Prerequisite EET 1334).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

EET 2414 — Electronic Communications (Prerequisite EET 1334).
A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, date transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

EET 291(1-3) — Special Project (Consent of Instructor).
A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

ELECTRICAL TECHNOLOGY

ELT 1113 —Residential/Light Commercial Wiring (Pre-Co Req: ELT 1192).
Advanced skills related to the wiring of multifamily and small commercial buildings. Includes instruction and practice in service entrance installations, specialized circuits, and the use of commercial raceways. Two lectures. Two hours laboratory. Three hours credit.

ELT 1123—Commercial and Industrial Wiring.
Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two lectures. Two hours laboratory. Three hours credit.

ELT 1133 — Introduction to the National Electric Code.
This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and applying that information in real-world applications. Two lectures. Two hours laboratory. Three hours credit.

ELT 1144 —AC and DC Circuits for Electrical Technology (Pre-Co Req: ELT 1192)
Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two lectures. Four hours laboratory. Four hours credit.

ELT 1192 —Fundamentals of Electricity.

Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment and introduction to simple AC and DC circuits. One lecture. Two hours laboratory. Two hours credit.

ELT 1213 — Electrical Power.

Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Two lectures. Two hours laboratory. Three hours credit.

ELT 1253 - Branch Circuit and Service Entrance Calculations.

Calculating circuit sizes for all branch circuits and service entrances in residential installation. Two lectures. Two hours laboratory. Three hours credit.

ELT 1273 - Switching Circuits for Residential, Commercial, and Industrial Applications.

Introduction to various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of low voltage, remote control switching. Two lectures. Two hours laboratory. Three hours credit.

ELT 1283 - Estimating the Cost of an Electrical installation.

Cost of an electrical installation. Specifications set forth for a particular structure. Two lectures. Two hours laboratory. Three hours credit.

ELT 1413 —Motor Control Systems.

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two lectures. Two hour laboratory. Three hours credit.

ELT 2424 - Solid State Motor Control.

Principles and operation of solid state motor control. Also, the design, installation, and maintenance of different solid state devices for motor control. Two lectures. Four hours laboratory. Four hours credit.

ELT 2613 — Programmable Logic Controllers (Prerequisite: ELT 1413).

Use of programmable logic controllers (PLC's) in modern industrial setming, installation, and maintenance of PLC's. Two lectures. Two hours laboratory. Three hours credit.

ELT 2623—Advanced Programmable Logic Controllers.
Advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.

EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

EMT 1116 — Emergency Medical Technician-Basic.
This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Two hours lecture. Six hours laboratory. Three hours clinical. Six hours credit.

EMT 1122 — Fundamentals of Prehospital Care (Pre/Corequisite: BIO 2524).
This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, therapeutic communications, and life span development. One hour lecture. Two hours laboratory. Two hours credit.

EMT 1315— Airway Management and Ventilation. (Corequisite: EMT 1122. Pre/Corequisite: BIO 2524)
This course will provide the student with the essential knowledge to attain a patient airway and managing the respiratory system using advanced techniques. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 1415 — Patient Assessment (Corequisite: EMT 1122. Pre/Corequisite: BIO 2524).
This course will teach comprehensive history taking and physical exam techniques. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 1423 — EMS Special Considerations (Prerequisites: All 1st semester courses).
This course will provide a comprehensive overview of providing care for the patient with special needs. One lecture hour. Four hours laboratory. Three hours credit.

EMT 1513 — EMS Clinical Internship I (Corequisites: EMT 1122, EMT 1315, and EMT 1415).

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours clinical. Three hours credit.

EMT 1523 — EMS Clinical Internship II (Prerequisite: EMT 1513).

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours Clinical. Three hours credit.

EMT 1613 — Prehospital Pharmacology (Prerequisites: All 1st semester courses).

This course will teach comprehensive pharmacodynamics and pharmacokinetics. One hour lecture. Four hours laboratory. Three hours credit.

EMT 1825 — Prehospital Cardiology (Prerequisites: All 1st semester courses).

This class will teach a comprehensive approach to the care of patients with cardiovascular compromise. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 2412 — Prehospital OB/GYN (Corequisite: EMT 1122. Pre/Corequisite: BIO 2524).

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Two hours laboratory. Two hours credit.

EMT 2423 - Prehospital Pediatrics (Prerequisites: All 1st semester courses).

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Four hours laboratory. Three hours credit.

EMT 2552 — EMS Field Internship I (Prerequisites: All 1st semester courses).

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out of hospital field setting at approved sites with an approved preceptor. Six clinical hours. Two hours credit.

EMT 2564 — Field Internship II (Prerequisites EMT 2552).

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. Twelve hours clinical. Four hours credit.

EMT 2714 — Prehospital Trauma (Prerequisites: All 1st semester courses).

This course will provide instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. Two hours lecture. Four hours lab. Four hours credit.

EMT 2855 — Prehospital Medical Care (Prerequisites: All 1st semester courses).

This class will teach a comprehensive approach to the care of patients with medical compromise. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 2913 — Team Management (Prerequisites: All 1st semester of the 2nd year courses).

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. One hour lecture. Four hours lab. Three hours credit.

ENGINEERING TECHNOLOGY

ENT 1113 — Graphic Communication (Co-Prerequisite: ENT 1313).

Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lectures. Two hours laboratory. Three hours credit.

ENT 1123—Computational Methods for Drafting.

This course is designed for the study of computational skills which are required for the development of accurate design and drafting methods. Two hours lectures. Two hours laboratory. Three hours credit.

ENT 1133 — Technology Graphics (Prerequisite: GRA 1143 or ENT 1114).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, revets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

ENT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: ENT 1133).

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

ENT 1153 — Basic Applications of Industrial Safety.

This course introduces the concepts of health and safety in both off-the-job training and in an industrial environment. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Three lectures. Three hours credit.

ENT 1213 — Construction Materials.

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

ENT 1223 — Wood Technology.

Study of wood production manufacturing sales, construction industries, and experimentation of current woodworking skills. One lecture. Five hours laboratory. Three hours credit.

ENT 1313 — Principles of CAD.

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

ENT 1323 — Intermediate CAD (Prerequisite: ENT 1313 & ENT 1114).

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

ENT 1413 — Elementary Surveying.

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

ENT 1613 — Architectural Design I
(Prerequisite: GRA 1143/ ENT 1114 and ENT 1313).

This course is a study and development of architectural design principles for a residential structure. One lecture. Four hours laboratory. Three hours credit.

ENT 1813 — Basic Electricity & Electronics.

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit.

ENT 2153 — Civil Drafting.

Course dealing with basic principles of surveying and the development of topographical maps. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2233 — Structural Drafting (Prerequisite: ENT 1114 or GRA 1143

Structural section, terms, and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

ENT 2243 — Cost Estimating (Prerequisite: ENT 1114).

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

ENT 2254 — Statics & Strengths of Material/Physical Science (Prerequisite: MAT 1313 or Consent of Instructor).

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Four hours laboratory. Four hours credit.

ENT 2263 — Quality Assurance.

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory. Three hours credit.

ENT 2323 — Forging and Welding.

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

ENT 2343 — Advanced CAD (Prerequisite: ENT 1323).

A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One lecture. Four hours laboratory. Three hours credit.

ENT 2364 — Computer Numerical Control (Prerequisites: ENT 1313 & ENT 1114).

A course designed to introduce the students to the basics of computer numerical control machines. Two lectures. Four hours laboratory. Four hours credit.

ENT 2413 — History and Appreciation of Artcrafts.

Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

ENT 2423 — Mapping & Topography (Prerequisite: ENT 1413).

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

ENT 2443—Principles of Manufacturing Management.

This course will include a study of manufacturing processes and materials. A problem solving approach will be sued, emphasizing the context of the manufacturing business and the complexities to be addressed. One lecture. Five hours laboratory. Three hours credit.

ENT 2623 — Architectural Design II (Prerequisite: ENT 1613).

This courses emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One lecture. Four hours laboratory. Three hours credit.

ENT 2643 — Architectural Rendering (Prerequisite: ENT 1613).

Visual expression of architectural principles and structures. Perspective, shade, shadow, and color (using pencil, pen & ink, paint and new media). Two lectures. Two hours laboratory. Three hours credit.

ENT 2713 — Architectural History.

Analysis of achievements in the design and construction of major architectural developments from early times to present. Three lectures. Three hours credit.

ENT 291(1-3) — Special Project (Prerequisite: Consent of Instructor).

Skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

ENT 2923 — Fundamentals of Multimedia (Prerequisite: ENT 1613).
A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production. One lecture. Four hours laboratory. Three hours credit.

ENGLISH TECHNOLOGY

TEN 1103 — Developmental English I.
This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

TEN 1203 — Developmental English II.
A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

FOREST TECHNOLOGY

AGT 1714 — Applied Soil Conservation and Use.
This course is designed to introduce the student to the general principles of soil management, as its relates to forest growth. Three lectures. Two hours laboratory. Four hours credit.

FOT 1114 — Forest Measurements I.
A classroom and field study of the basic principles and skills required for timber mensurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1124 — Forest Measurements II.
A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1314 — Forest Protection.

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

FOT 1414 — Forest Products Utilization.

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

FOT 1714 — Applied Dendrology.

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Four hours laboratory. Four hours credit.

FOT 1813 — Introduction to Forestry.

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Three lectures. Three hours credit.

FOT 2124 — Forest Surveying.

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

FOT 2214 — Applications of GIS/GPS in Forestry.

This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two lectures. Four hours laboratory. Four hours credit.

FOT 2424 — Timber Harvesting.

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

FOT 2614 — Silviculture I.
A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 2624 — Silviculture II.
A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

FOT 2911, FOT 2912, FOT 2913 — Special Problems in Forest Technology.
A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

FOT 292(1-6) — Internship for Specialization.
A continuation of FOT 2914. One to six weeks. One to six hours credit.

FUNERAL SERVICE TECHNOLOGY

FST 1113 — Mortuary Anatomy I (Prerequisite: MAT 012(3-4) with a C or placement score for MAT 1233. Co-requisite: ENG 1113 or placement score for ENG 1113.)
A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

FST 1123 — Mortuary Anatomy II (Prerequisite: FST 1113 & FST 1214. Pre/Co-requisite FST 1224).
Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

FST 1214 — Embalming I (Prerequisite: MAT 012(3-4) with a C or placement score for MAT 1233. Co-requisite: ENG 1113 or placement score for ENG 1113. Pre/Co-requisite: FST 1113).
Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Three lectures. Two hours laboratory. Four hours credit.

FST 1224— Embalming II (Prerequisites: FST 1214 & FST 1113. Co-requisite: FST 1113 & FST 1123).

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Three lectures. Two hours laboratory. Four hours credit.

FST 1231—Clinical Embalming I (Pre/corequisite: FST 1214).

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

FST 1241—Clinical Embalming II (Prerequisite: FST 1214. Pre/Co-requisites: FST 1224 & 1231).

Practically apply the theoretical principles taught in the Funeral service technology curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.

FST 1313 — Funeral Directing (Prerequisite: MAT 012(3-4) with a C or placement score for MAT 1233. Co-requisite: ENG 1113 or placement score for ENG 1113.).

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

FST 1413 — Funeral Service Ethics and Law.

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

FST 1523 — Restorative Art/Color & Cosmetics (Prerequisite: FST 1113).

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

FST 2273—Thanatochemistry (Prerequisite: FST 1214).

A survey of the principles of general, organic, bio, and embalming chemistry as they relate to the embalming process. Three lectures. Three hours credit.

FST 2323 — Funeral Merchandising and Management.
Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

FST 2623 — Microbiology (Prerequisite: FST 1113).
Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health, and embalming practice. NOTE! This class does not contain a laboratory and will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

FST 2633 — Pathology (Pre/Corequisites: FST 1113. Pre/Co-requisite: FST 2623).
The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.

FST 2713 — Psychosocial Counseling in Funeral Service.
A study which examines psychological concepts in the areas of dynamics of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

FST 2811 — Comprehensive Review (Prerequisite: To be taken during the final semester of course work. Student must have a GPA of 2.0 or higher).
Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. One lecture. One hour credit.

GEOGRAPHICAL INFORMATION SYSTEMS

GIT 2113 – Database Construction and Maintenance (Pre/Co-Requisite: DDT 1313).

A course designed to introduce database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SOL) and methods organizing and accessing data. Two lectures. Two hours laboratory. Three hours credit.

GIT 2123 – Fundamentals of Geographical Information Systems (GIS) (Pre/Co-Requisite: DDT 1313).

This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two lectures. Two hours laboratory. Three hours credit.

GIT 2133 – Principles of Image Processing (Prerequisite: DDT 1313).

This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various products, including topographic and thematic maps, aerial photographs, and satellite images. Two lectures. Two hours laboratory. Three hours credit.

GIT 2263 – Advanced Geographical Information Systems (Pre/Co-Requisite: DDT 2423 & GIT 2113).

This is an integrated course that encompasses geographic data inputs, processing, and analysis directed toward objects of scientific investigation. One lecture. Four hours laboratory. Three hours credit.

GIT 2273 – Remote Sensing.

This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. One lecture. Four hours laboratory. Three hours credit.

GIT 291(1-3) – Special Problem in Geographical Information Systems Technology (Prerequisite: 12 GIT courses).

A course designed to provide the student with practical application of skills and knowledge gained in other Geographical Information Systems courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One to three lectures. Two to six hours laboratory. One to three hours credit.

GIT 292(1-6) – Supervised Work Experience in Geographical Information systems Technology (Prerequisite: Sophomore standing in Geographical Information Systems Technology.

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. One to 6 lectures. Three to 18 hours externship. One to six hours credit.

HEATING, VENTILATION, AC, & REFRIGERATION. TECHNOLOGY

ACT 1125 — Basic Compressions Refrigeration.

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two lectures. Six hours laboratory. Five hours credit.

ACT 1133 — Tools and Piping.

A course to provide the student with various tube and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two lectures. Two hours laboratory. Three hours credit.

ACT 1213 — Controls.

Fundamentals of gas, fluid, electrical, and programmable controls. Two lectures. Two hours laboratory. Three hours credit.

ACT 1313 — Refrigeration System Components.

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two lectures. Two hours laboratory. Three hours credit.

ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration.

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two lectures. Two hours laboratory. Three hours credit.

ACT 1813 — Professional Service Procedures.

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two lecture. Two hours laboratory. Three hours credit.

ACT 2324 — Commercial Refrigeration.

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2414 — Air Conditioning I.

Various types of residential and commercial air conditioning, including hydropic, absorption, and desiccant systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2424 — Air Conditioning II (Prerequisite: ACT 2414).

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2433 — Refrigerant, Retrofit, & Regulation.

Practical applications in refrigerants retrofit to ozone-friendly refrigerants. Includes lubrication change, charging, and system evaluation. One lecture. Four hours laboratory. Three hours credit.

ACT 2513 — Heating Systems.

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two lectures. Two hours laboratory. Three hours credit.

ACT 2624 — Heat Load and Air Properties.

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two lectures. Four hours laboratory. Four hours credit.

ACT 291(1-3) — Special Project in Heating & A.C. (Prerequisite: Consent of Instructor).

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory. One-three hours credit.

ACT 292(1-6) — Supervised Work Experience in Heating & A.C. (Prerequisite: Consent of Instructor).

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

INDUSTRIAL MAINTENANCE MECHANICS

IMM 1122—Industrial Maintenance Math & Measurement.
Mathematical and measurement procedures and instruments related to industrial maintenance. One lecture. Two hours laboratory. Three hours credit.

IMM 1132 — Industrial Maintenance Blueprint Reading.
Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One lecture. Two hours laboratory. Two hours credit.

IMM 1213 - Industrial Hand Tools & Mechanical Components.
Safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. One lecture. Four hours laboratory. Three hours credit.

IMM 1224 — Power Tool Applications.
Safe and proper use of various hand tools and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cutoff saws, drill presses, engine lathes, and milling machines. One lecture. Six hours laboratory. Four hours credit.

IMM 1313 — Principles of Hydraulics & Pneumatics
Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. One lecture. Four hours laboratory. Three hours credit.

IMM 1514— Equipment Installation & Alignment.
Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. Two lectures. Four hours laboratory. Four hours credit.

IMM 1614— Principles of Piping & Hydro-Testing.
Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. Two lectures. Four hours laboratory. Four hours credit.

IMM 1733 — Maintenance Welding and Metals.

Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. One lecture. Four hours laboratory. Three hours credit.

IMM 1814 — Industrial Electricity/Industrial Maintenance Mechanics.

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. Two lectures. Four hours laboratory. Four hours credit.

IMM 1823— Advanced Electricity/Industrial Maintenance Mechanics (Prerequisite: IMM 1813).

Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory. Three hours credit.

IMM 1913 — Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the students's learning experiences. One lecture. Four hours laboratory. Three hours credit.

IMM 192(1-6) — Supervised Work Experience in Industrial Maintenance Mechanics. (Consent of instructor)

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three - 18 hours externship One to six hours credit.

IMM 2113 — Equipment Maintenance, Troubleshooting, & Repair.

Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One lecture. Four hours laboratory. Three hours credit.

PRECISION MACHINING TECHNOLOGY

MST 1114 — Power Machinery I.
A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Four hours laboratory. Four hours credit.

MST 1124— Power Machinery II (Prerequisite: MST 1114).
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Four hours laboratory. Four hours credit.

MST 1233 — Basic Shop Math.
A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

MST 1313 — Machine Tool Mathematics.
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

MST 1413 — Blueprint Reading.
A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

MST 1423 — Advanced Blueprint Reading (Prerequisite: MST 1413).
A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

MST 1613 — Precision Layout.
An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

MST 2135 — Power Machinery III (Prerequisite: MST 1124).
A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

MST 2144 — Power Machinery IV (Prerequisite: MST 2135).

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

MST 2714 — Computer Numerical Control Operations I.

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

MST 2724 — Computer Numerical Control Operations II (Pre/Corequisite: MST 2714).

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Four hours laboratory. Four hours credit.

MST 2813 — Metallurgy.

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two lectures. Two hours laboratory. Three hours credit.

MST 2911 - 2913 — Special Problem in Machine Tool Technology.

A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One - three hours credit.

MARKETING TECHNOLOGY

MMT 1113 – Marketing I.
Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markers. Three lectures. Three hours credit.

MMT 1123 – Marketing II. (Prerequisite MMT 1113).
A continuation of MMT 1113. Three lectures. Three hours credit.

MMT 2233 – Human Resource Management.
Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three lectures. Three hours credit.

MMT 2513 – Entrepreneurship.
Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two lectures. Two hours laboratory. Three hours credit.

MMT 2533 – Purchasing/Supply Management.
Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing international purchasing, and quality specifications. Three lectures. Three hours credit.

MMT 2713 — Principles of Real Estate.
The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

MMT 2723 — Real Estate Law.
Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

MMT 2733 — Real Estate Finance.

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

MMT 2744 — Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

MATHEMATICS TECHNOLOGY

TMA 1103 — Developmental Math I.

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

OCCUPATIONAL THERAPY ASSISTANT TECH

OTA 1113 — Foundations of Occupational Therapy.
This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.

OTA 1142 — Wellness Systems.
This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community and social systems will be examined. Professional language utilized in these systems will be included. In addition to term definitions, emphasis is placed on uniform terminology. Two lectures. Two hours credit.

OTA 1121 - Medical Terminology.
This intake course is a study of medical language relating to body systems including diseases, physical conditions, abbreviations, and symbols as applied to occupational therapy. Professional language for occupational therapy will be included. One lecture. One hour credit.

OTA 1132 — Therapeutic Anatomy.
This intake course will focus upon the structures of the human body and their respective functions. Emphasis will be placed upon the muscular, skeletal, and nervous systems. Two lectures. Two hours credit.

OTA 1213 — Pathology of Psychiatric Conditions.
This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1223 — Pathology of Physical Disability Conditions.
This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1233 — Pathology of Developmental Conditions.
This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1242 — Pathology of Orthopedic Conditions (Prerequisites: OTA 1132 & OTA 1314).

This intake course provides a basic knowledge of selected orthopedic conditions encountered in occupational therapy practice. Emphasis is placed upon mechanisms of pathology and basic treatment approaches. The role and function of the OTA in the treatment process is also emphasized. Two lectures. Two hours credit.

OTA 1314 — Kinesiology (Prerequisite: OTA 1132).

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

OTA 1413 — Therapeutic Media (Prerequisite: OTA 1113).

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit..

OTA 1423 — Occupational Therapy Skills I.

This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two lectures. Two hours laboratory. Three hours credit.

OTA 1433 — Occupational Therapy Skills II (Prerequisite: OTA 1423).

This manipulative course provides intermediate practice skills used with patients/clients across the life-span and with various diagnosis. Two lectures. Two hours laboratory. Three hours credit.

OTA 1513 — Group Process.

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

OTA 1913 — Fieldwork IA (Prerequisite: OTA 1423).

This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the assigned clinical setting. One lecture. Six hours clinical. Three hours credit.

OTA 2443 — Occupational Therapy Skills III (Prerequisite: OTA1433).
This manipulation course provides advanced practice skills used with patients/clients across the life-span and with various diagnoses. Two lectures. Two hours laboratory. Three hours credit.

OTA 2714 — Concepts in Occupational Therapy (Prerequisite: OTA 1223, 1423, 1242).
This manipulative course studies the occupational therapy treatment techniques for a variety of diagnoses while incorporating theoretical concepts. Three lectures. Two hours laboratory. Four hours credit.

OTA 2812 — Healthcare Systems.
This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community, and social systems will be examined. Two lectures. Two hours credit.

OTA 2935 — Fieldwork IB (Prerequisite: OTA 1423).
This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the clinical setting. One lecture. Twelve hours clinical. Five hours credit.

OTA 2946 — Fieldwork IIA (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).
This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2956 — Fieldwork IIB (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).
This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2961 — Occupational Therapy Transitions I.

This course provides information and guidance to the student for their transitional process of becoming an Occupational Therapy Practitioner. This course will encompass a variety of professional skills and concepts. In addition, vital life skills will be discussed. One lecture. One hour credit.

OTA 2971 — Occupational Therapy Transitions II (Prerequisite: OTA 2961).

This course provides final preparation to the student for the transitional process of becoming an Occupational Therapy Practitioner. Three day seminar. One hour credit.

PARALEGAL TECHNOLOGY

LET 1113 — Introduction to Law.

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

LET 1213 — Legal Research.

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two lectures. Two hours laboratory. Three hours credit.

LET 1513 — Family Law.

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

LET 1523 — Wills and Estates.

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lectures. Three hours credit.

LET 1713 — Legal Writing (Prerequisites: LET 1113 & LET 1213).

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture. Two hours laboratory. Three hours credit.

LET 2313 — Civil Litigation I (Prerequisites: LET 1113 & LET 1213).
This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lectures. Three hours credit.

LET 2323 — Torts (Prerequisite: LET 1113).
This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. Three hours lectures. Three hours credit.

LET 2333 — Civil Litigation II (Prerequisite: LET 2313).
This course is designed to continue the study of the litigation process from discovery through appeal. Three lhours ectures. Three hours credit.

LET 2343 — Contracts.
This course iprovides instruction in the area of contract law, concentrating on the elements of a valid contract, various types of contracts, the Uniform Commercial Code, and ethical issues in contract law. Three hours lectures. Three hours credit.

LET 2353 — Criminal Law.
This course provides an overview of criminal law, and the procedures involved in the criminal process. The course focuses on the Mississippi court system, legal terminiolgy involved in criminal practice, and on gathering information and evidence, and using ethical standards. Three hours lectures. Three hours credit.

LET 2453 — Real Property I.
This course is an introduction to real property law including ownership and transfer, employing ethics. Three hours lectures. Three hours credit.

LET 2463 — Real Property II (Prerequisite: LET 2453).
Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. Three hours lecture. Three hours credit.

LET 2523 — Bankruptcy Law (Prerequisite: LET 1113)
This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.

LET 2633 — Law Office Management.

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

LET 2913 — Special Problem in Paralegal Technology.

A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. Three hours lecture. Three hours credit.

LET 2923 — Internship for Paralegal.

Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

READING TECHNOLOGY

TRE 1103 — Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

TRE 1203 — Developmental Reading II.

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

SURGICAL TECHNOLOGY

SUT 1113 — Fundamentals of Surgical Technology (Corequisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

SUT 1216 — Principles of Surgical Technique (Corequisites: All 1st semester courses).

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two lectures. Eight hours laboratory. Six hours credit.

SUT 1314 — Surgical Anatomy (Corequisites: All 1st semester courses).

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

SUT 1413 — Surgical Microbiology (Corequisites: All 1st semester courses).

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

SUT 1518 — Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

SUT 1528 — Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; oral & maxcillo facial surgery, pediatrics, and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

SUT 1538 — Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.

SUT 1703 — Certification and Role Transition.

This course is an in-depth study of the role of the surgical technologist and review for the certification examination. The course examines liability and legal issues of practice, adapting critical thinking skills to a variety of practice settings, effective team and professional behaviors, continuing education, and ethical issues. Practice on computer simulations is required. Three lectures. Three hours credit.

WORK-BASED LEARNING

WBL 191(1-3) — Work-Based Learning I.
WBL 192(1-3) — Work-Based Learning II.
WBL 193(1-3) — Work-Based Learning III.
WBL 291(1-3) — Work-Based Learning IV.
WBL 292(1-3) — Work-Based Learning V.
WBL 293(1-3) — Work-Based Learning VI.

Work-Based Learning is a structured work-site learning experience for Career/Technical majors in which the student, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. The program includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester and summer sessions. Credit is awarded based on the following chart:

90 clock hours at work per semester = 1 hour credit
180 clock hours at work per semester = 2 hours credit
270 clock hours at work per semester = 3 hours credit

A maximum of six hours of WBL credits may be substituted for technical courses (required or elective) upon the approval of the student's advisor and the WBL Coordinator.

CAREER COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward career certificates. It is not designed to transfer in an academic major.

COSMETOLOGY

COV 1122 — Cosmetology Orientation
This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Two hours credit.

COV 1245 — Cosmetology Sciences I
This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

COV 1255 — Cosmetology Sciences II (Pre/corequisite: COV 1245)
This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

COV 1263 — Cosmetology Sciences III (Prerequisite: COV 1255)
This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Three hours laboratory. Three hours credit.

COV 1426 — Hair Care I

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1436 — Hair Care II (Pre/corequisite: COV 1426)

This course consists of the advanced study of properties of the hair and scalp, principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1443 — Hair Care III (Pre/corequisite: COV 1436)

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

COV 1522 — Nail Care I.

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1532 — Nail Care II (Pre/corequisite: COV 1522)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1542 — Nail Care III (Pre/corequisite: COV 1532)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1622 — Skin Care I

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1632 — Skin Care II (Pre/corequisite: COV 1622)

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1642 — Skin Care III (Pre/corequisite: COV 1632)

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1722 — Salon Business I

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1732 — Salon Business II (Pre/corequisite: COV 1722)

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 2816 – Cosmetology Teacher Training I (Pre/Co-Requisite: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license).

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

COV 2826 – Cosmetology Teacher Training II (Pre/Co-Requisite: COV 2816).

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

COV 2836 – Cosmetology Teacher Training III (Pre/Co-Requisite: COV 2826).

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

COV 2846 – Cosmetology Teacher Training IV (Pre/Co-Requisite: COV 2836).

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three lectures. Nine hours laboratory. Six hours credit.

PRACTICAL NURSING

PNV 1213 — Body Structure and Function.

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three lectures. Three hours credit.

PNV 1427 — Fundamentals of Nursing (Corequisite: PNV 1436).

This course provides the student with the basic knowledge and skill necessary to care for the individual in wellness and illness and is applied across the life-span. Seven lectures. Seven hours credit.

PNV 1436 — Fundamentals of Nursing Lab/Clinical (Corequisite: PNV 1427).

This course provides demonstration of and supervised practice of the fundamental skills related to practical nursing. Nine hours lab. Four and one-half hours clinical. Six hours credit.

PNV 1523 — IV Therapy Concepts.

This course is designed to prepare the practical nursing student to perform the expanded role of IV therapy as outlined in the Mississippi Nursing Practice Law, Rules, and Regulations. The student, upon completion of the practical nursing program and successful passage of the licensure examination, is eligible to apply for IV certification as outlined in the above mentioned rules and regulations. Two lectures. Two hours lab. Three credit hours.

PNV 1615 — Medical/Surgical Nursing (Corequisite: PNV 1622).

This course provides the student with the basic nursing theory and skills to provide safe, effective care for a client experiencing an alteration in health in the following body systems: cardiovascular, respiratory, blood and lymphatic, urinary and reproductive, cancer, HIV and immunology. Pharmacological and nutritional therapy, as well as system-specific oncological considerations, are included. Five lectures. Five hours credit.

PNV 1622 — Medical/Surgical Nursing Clinical (Corequisite: PNV 1615).

This course includes supervised clinical experiences for application of medical/surgical theory, the development of skill, and the use of nursing process. Six hours clinical. Two hours credit.

PNV 1635 — Alterations in Adult Health (Corequisite: PNV 1642).

This course provides the student with the basic nursing theory and skills to provide safe, effective care for a client experiencing an alteration in health in the following body systems: endocrine, musculoskeletal, neurological, sensory, gastrointestinal, GI accessory organs, and integumentary. Pharmacological and nutritional therapy, as well as system-specific oncological considerations are included. Five lectures. Five hours credit.

PNV 1642 — Alterations in Adult Health Clinical (Corequisite: PNV 1635).

This course includes supervised clinical experience for application of medical/surgical theory and the development of skills and the use of nursing process. Six hours Clinical. Two hours credit.

PNV 1715 — Maternal-Child Nursing.

This course provides the student with the basic knowledge and skills to provide safe effective care for clients and families during pregnancy, postpartum, infancy, and childhood. 4.7 hours lecture. One hour clinical. Five credit hours.

PNV 1813 — Mental Health Concepts.

This course provides an introduction to mental health concepts. Clinical experiences will provide application of theory. 2.7 hours lectures. One hour clinical. Three hours credit.

PNV 1914 — Nursing Transition.

Nursing Transition promotes the development of clinical decision-making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Two hours lecture. Two hours lab. Three hours clinical. Four credit hours.

WELDING, BRAZING AND SOLDERING

WLV 1116 — Shielded Metal Arc Welding I (SMAW).

This course is designed to teach students welding techniques using E-6010 electrodes. One lecture. Ten hours laboratory. Six hours credit.

WLV 1124 — Gas Metal Arc Welding (GMAW).

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

WLV 1136 — Gas Tungsten Arc Welding (GTAW).

This course is designed to give the student experience in various welding applications with the GTAW process. One lecture. Ten hours laboratory. Six hours credit.

WLV 1143 — Flux Cored Arc Welding (FCAW).

This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

WLV 1155 — Pipe Welding (Prerequisites WLV 1116 and WLV 1226).

This course is designed to give the student experience in pipe welding procedures. One hour lecture. Eight hours laboratory. Five hours credit.

WLV 1162 — Gas Metal Arc Aluminum Welding.

This course is designed to give the student experience in Gas Metal Aluminum Welding. One Lecture. Two hours laboratory. Two hours credit.

WLV 1171 — Welding Safety, Inspection, and Testing Principles.

This course is designed to give the student experience in safety procedures, inspection, and testing of welds. Two hours laboratory. One hour credit.

WLV 1226 — Shielded Metal Arc Welding II.

This course is designed to teach students welding techniques using E-7018 electrodes. One lecture. Ten hours laboratory. Six hours credit.

WLV 1232— Drawing and Welding Symbol Interpretation.
This course is designed to give the student experience in reading welding symbols and drawings. One lecture. Two hours laboratory. Two hours credit.

WLV 1252 — Advanced Pipe Welding (Prerequisite WLV 1155).
This course is designed to give the students advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. One hour lecture. Two hours laboratory. Two hours credit.

WLV 1314 — Cutting Processes.
This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two lectures. Four hours laboratory. Two lectures. Four hours laboratory. Four hours credit.

WLV 1912 — Special Problems in Welding and Cutting Technology.
A course to provide the students with an opportunity to utilize skills and knowledge gained in other Welding and Currig Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

WLV 192(1-6) — Supervised Work Experience in Welding and Cutting Technology.
A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 45 to 270 industry hours. One to six hours credit.

WLV 2812 — Welding Metallurgy.
This course is designed to give the student experience in the concept of metallurgy and how metals react to internal and external strains and temperature changes. Two hours lecture. One hour laboratory. Two hours credit.

WLV 2913 — Welding Code.
This course is designed to give the student experience in the various welding codes and the experience in interpretation of these codes. Three hours lecture.

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ADDENDUM A:

Information Technology Use Policy

General

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications, networks, and all related equipment (including vocational equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

Authorized Users

An authorized user is defined as any employee, student, or guest that has completed the Information Technology Use Agreement Form and/or has been approved by the Information Technology Department, referred to hereafter as IT. The form can be found at www.holmescc.edu/policies/itup. For students, the agreement form will be part of the enrollment application.

Appropriate and Acceptable Use

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable, as is the case with personal phone calls, provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact IT. Contact information is located at www.holmescc.edu/policies/itup

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Proper email etiquette is recommended. www.holmescc.edu/policies/itup/etiquette.htm
- Email groups have been created to easily communicate business related information to faculty and staff. Refrain from using these addresses for non-business related material.

Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.• Users are responsible for the physical condition of the equipment that they are operating. User shall not

break, disassemble or otherwise cause damage to any computer or computer related equipment.

- Sharing of resources or access to resources between students, faculty and staff must be approved by IT.
- If you learn of a virus alert or security threat, report it only to IT for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing "junk" email such as chain letters or spam.
- Engaging in any activity that may disrupt the use of resources for other users.
- Using the messenger service. This service is to be utilized only by Computer Services.
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by CS prior to installation to insure the security and integrity of the network.

Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server without prior approval from IT. The software on each computer will be inventoried on a regular basis to ensure compliance. Software owned or licensed by HCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for itsintended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer.

Hardware

Modifications or additions are not allowed without prior approval from IT. Do not relocate hardware unless it is approved by the person responsible for the equipment and a transfer form has been completed and delivered to Purchasing. Information systems equipment should not be removed from the premises of HCC without the permission from the department head and/or Purchasing. In the event equipment is to be off premises for an extended time, the employee responsible for the equipment must file a written hand receipt with Purchasing. Mobile equipment such as notebook computers, projectors, and cameras used in daily offsite work may be taken off campus by the person it was assigned to.

Security

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject disciplinary action.• D o NOT give your password to anyone other than IT.

- Do NOT post your password in a readily accessible area (ex. On monitor, an unlocked desk drawer).
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from IT.
- Do NOT attempt to hack/crack passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT use any wireless devices without authorization from IT. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT connect computer systems to the network while modems are in use.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from IT.

Data Backups

backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-

business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. IT performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

Reliability

HCC/IT makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/IT will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

Violations

All users are required to report any violations of this policy immediately to IT. The Copyright Act of 1976 (amended in 1984) imposes fines up to $250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to CS so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

Revisions

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be posted at www.holmescc.edu/policies/itup

ADDENDUM B:
Copyright Policy

Holmes Community College adheres to the principles set forth in the Copyright Law, 1976, and the Digital Millennium Copyright Act, 1998.

Since no employee of the college, acting as an employee of the college, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of the copyrighted material qualifies under the fair-use provision of the copyright laws, therefore-

All persons wishing to copy and publish/distribute copyrighted material, including instructors wishing to use copyrighted material in their course handouts, syllabi, exams, etc.,or publish such material through the Internet in online courses or otherwise transmit such material electronically or any other way, must obtain a copy of written permission to do so from the copyright holder.

HCC does not defend or accept responsibility for any employee who does not comply with copyright law or otherwise violates the above college procedure.